Variable Hour – Accessibility Services Office Assistant– Position Number

Location: Red Rocks Community College, Lakewood, Colorado

Compensation: $10.50 per hour – Maximum 20 hours per week.

Responsibilities

Assist the Office Specialist with processing and proctoring accommodated testing. Provide front desk coverage with duties including answering the phone, responding to voicemails and emails, copying, creating electronic files, and other clerical duties as assigned. Provide customer service to students and visitors to the office. General customer service includes helping students with paperwork, answering general questions, and some computer assistance.

Qualifications

Minimum Qualifications: Possess basic Microsoft Office computer skills, ability to work independently or as part of a team. Excellent oral and written communication skills.

Minimum Competencies: Applicant needs to be punctual, dependable, detail-oriented, friendly and flexible.   Successful candidate must be able to maintain student and office confidentiality and work in a diverse environment.

Preferred Qualifications: High School Diploma or GED. Experience in a Community College and Banner experience.

To Apply

Send applications to Audra Nicks, Office Specialist. Applications can be dropped off in Suite 1182 or emailed to audra.nicks@rrcc.edu. Questions can be addressed at 303-914-6738. **A resume will not be accepted in place of a completed application.**
Please follow this link for an application http://www.rrcc.edu/human-resources/jobs.

About Red Rocks Community College

Located at the foot of the Rocky Mountains in Lakewood, Colorado, Red Rocks Community College offers more than 150 programs and 650 courses leading to two-year degrees or professional certificates.

Red Rocks has campuses in Lakewood and Arvada. Courses are delivered in formats from traditional classroom to online to self-paced and weekend classes.

Since 1969, Red Rocks Community College has delivered quality education to an eclectic mix of students of all ages, incomes and backgrounds. For many of our 15,000 annual students, Red Rocks is the convenient community college just down the street. For others, a Red Rocks program or course is worth traveling halfway around the world.