

# Student Employment Position Announcement

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**Both Work-Study and Student-Hourly considered**

**Job Description:** This position will consist of typing up all information for labels during exhibitions in the gallery, assisting in creating our glaze book for the ceramics area, assisting in the documentation and photographing of the RRCC Art Collection. It will also include assisting in installing and taking down ART exhibits in the gallery and in the library.

**Job Requirements** Skills needed will be typing, working on spreadsheets, taking photographs, documenting and organizing artwork in the college. Other skills needed; Student must be self-motivated, organized and creative in their approach to problem solving.

*You must be eligible for student employment (enrolled in a minimum of six (6) credit hours for the semester in which you will be working) to apply for this position.*

**Skills you will gain/enhance:** Skills you will gain are basic clerical skills, organizational and self-motivation. Student will also gain experience working with installing and taking down exhibitions. These skills include caring for artwork, lighting, labeling and hanging work correctly.

## **Job Payment Information:**

**Wage:** \$8.35-9.00 per hour

**Paid:** Bi-weekly (Fridays)

## **How to Apply:**

1. Go to the Human Resources Office or the Financial Aid Office to procure a Student Employee Referral Form.
2. Visit the Financial Aid office to see if you are eligible for Work-Study funds.
3. Contact **Deborah Dell at 303.914.6563** to discuss the advertised position.

*Red Rocks Community College is committed to diversity in its people and programs. The College is an equal opportunity educational institution and does not discriminate on the basis of disability, race, creed, color, sex/gender, sexual orientation gender identity, religion, age, national/ ethnic origin, pregnancy status, veteran's status, genetic information, physical or mental disability, or any other category protected by applicable law, in its employment practices or educational programs and activities.*

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Please contact Robert Miller at 303.914.6300 with any questions regarding student employment.

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*RRCC has designated the Executive Director of Human Resources as its Affirmative Action Officer/Equal Opportunity Administrator/Title IX Administrator with the responsibility to coordinate its civil rights compliance activities and grievance procedures. For information, contact Deborah Houser, Assistant Director of Human Resources. 13300 West Sixth Avenue, Lakewood, CO 80228. 303-914-6224.*

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