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# Student Employment Position Announcement

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## *Health Sciences Campus in Arvada* Clerical Assistant III Work-Study

**Job Description:** The main role of this position is to assist students with admissions processes such as navigation through admissions applications, registration, orientation, holds and assistance with setting up student email accounts. This role will also include the ability to assist students/potential students with issues related to advising. The position may be cross-trained to support financial aid and may be trained to navigate financial aid screens in the Banner system related to financial aid. The position involves extensive word processing, data entry and operation of office equipment including but not limited to copying, faxing, and scanning; front desk duties as assigned. Student workers may also support Student Life and Recruitment functions.

**Expanded knowledge base required to perform the above duties.**

**Job Requirements:** This role requires the ability to master a high level of front office functions. Computer competencies include Microsoft Office Suite. A customer-service background and past office work is helpful. Applicant should also have experience working with diverse populations and a willingness and ability to work with both students and faculty. The position requires independent judgment and responsibility in absence of regular staff, such as with processing student information. Applicant must also be able to uphold the confidentiality of the office and the population that we serve. Applicant must be eligible for student employment (enrolled in a minimum of six (6) credit hours for the Spring 2016 semester) and be eligible for work-study employment through Red Rocks Community College to apply.

### **Job Payment Information:**

**Wage:** \$9.50/hour

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

### **How to Apply:**

1. Go to Financial Aid and receive your work-study referral form.
2. Please submit an RRCC application and resume to Gina Jimenez, Arvada Campus, room 7173, [gina.jimenez@rrcc.edu](mailto:gina.jimenez@rrcc.edu), 303-914-6030. Applications can be found on the RRCC website at <http://www.rrcc.edu/hr/forms/pdfs/StudentEmploymentApplication.pdf>.

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*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.*

*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 Bill Dial, Executive Director of Human Resources, Title IX Coordinator, Title VII/Equal Opportunity Coordinator, ADA/Sec 504 Coordinator, 13300 West Sixth Avenue, Lakewood, CO 80228. 303-914-6298.*

[Bill.Dial@rrcc.edu](mailto:Bill.Dial@rrcc.edu)

This job will allow you to learn:

- Customer Service skills
- Project creation such as, creating and editing Excel spreadsheets, Word documents, and PowerPoint projects
- Cross-training with a variety of campus departments
- Student outreach
- Team building
- Unique offerings on the Health Sciences Campus in Arvada!