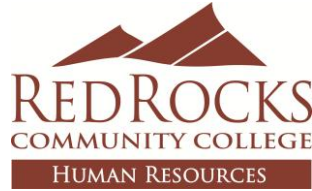


Student Employment Position Announcement



Assessment Center Clerical Assistant II Work Study or Student Hourly

Job Description Clerical Assistant to the Assessment Center (up to 20 hours a week) Provide customer service, assist staff with data entry and document scan, check phone messages, assist students with signing in for testing, oversee locker security and other special projects.

Job Requirements:

- Customer Service Skills
- Must be responsible and be able to multi-task
- Attention to detail
- Filing and clerical support
- Computer skills (MS Office)
- Professionalism
- Ability to work with diverse populations

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.

Job Payment Information:

Wage: \$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 Stan.Eigsti@rrcc.edu to discuss the advertised position.

Student Employment Position Announcement

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