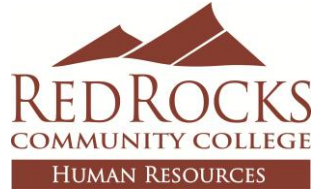


# Student Employment Position Announcement

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## Career and Internship Services Clerical Assistant II Student Hourly

**Job Description:** This position provides clerical support for both the Internship Coordinator and Career Services Manager, keeps the [www.rrcc.edu/CareerConnect.com](http://www.rrcc.edu/CareerConnect.com) website up-to-date, and provides file management for internships. The assistant will also respond to phone calls and emails from interns, employers, and faculty. Responsible for updating records using Excel spreadsheets, creating reports in Excel, maintaining internship handbooks and handouts, managing the Career Connect database, and scheduling appointments for both offices.

**Job Requirements:** Seeking a student who enjoys being busy and has excellent computer skills including Word and Excel. This job requires a high level of organizational skills, proven written communication skills, and the ability to work with students, employers, and college personnel in a professional manner. Also requires a capacity to work independently and exercise good judgment.

*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.*

Work schedule will be 10-15 hours per week. Preferred start date is May 18<sup>th</sup>.

### **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. Please contact Mary Adrian in Advising for an application or come to the Internship Office in the Learning Commons. Mary will schedule an appointment for you when you return the completed application. Bring a current resume and the names and phone numbers of three references to your appointment. Mary can also be reached at 303-914-6608.

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

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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)*