Job Description: Cashier’s Office Clerical Assistant will assist in clerical duties. The cashier’s office offers a flexible work schedule, but applicant must be able to work 20 hours per week.

Job Requirements: Must have working knowledge of computers and be able to navigate Windows files and folders with proficiency. Experience scanning is also preferred. 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).

Skills you will gain/enhance: General clerical work including scanning, organizing and filing documents.

Job Payment Information:

Wage: $8.25-9.00 per hour
Paid: Bi-weekly (Fridays)

How to Apply:

1. Go to the Human Resources 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 Andria Davis (Andria.Davis@rrcc.edu) 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.

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