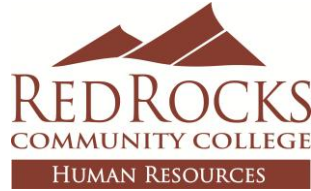


# Student Employment Position Announcement

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## Advising/Career Services Clerical Assistant II – Graphic Design Work Study or Student Hourly

### **Job Description:**

Student employee wanted for graphic design in RRCC advising and Career Services departments to provide production, design and research assistance for the creation of Designated Degree career information handouts. A template from previous handouts exists and new career handouts need to be developed.

This is a flexible, project-based position, no more than 20 hours per week, until all the new handouts are created. The potential for additional projects may exist. A real world experience while you are in school. Option to work your own schedule, on campus, with access to InDesign needed.

### **Job Requirements:**

Knowledge of graphic design, in particular InDesign, and Microsoft Word. Knowledge of Illustrator and/or Photoshop a plus. The ideal candidate will be a self-starter, detail oriented, and a good communicator, with a customer relations/team building attitude. Some researching, writing and editing may be required. Applicant is encouraged to provide the name and contact information of an RRCC MGD instructor as a reference.

### **Job Payment Information:**

**Wage:** 8.75/hour

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

### **How to Apply:**

1: If you are interested in the position, please send your resume and a 3-5 InDesign samples from your portfolio to Mary Adrian, Administrative Assistant Advising, Transfer, Career Services, [mary.adrian@rrcc.edu](mailto:mary.adrian@rrcc.edu), room 1332, 303-914-6428

2: Go to Financial Aid or human resources and receive your work study referral form.

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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)