RED ROCKS
COMMUNITY COLLEGE
HUMAN RESOURCES

Computer Services
Lab Assistant II/Help Desk
Work Study or Student Hourly

Job Description: The Lab Assistant (II) will assistant students, faculty, and patrons with all aspects of the computer lab usage, which will include but is not limited to the following tasks: changing passwords, checking student in to labs, checking out lab equipment, answering phones, entering data, filling, and keeping the lab environment clean and organized. In addition, the lab assistant will be assigned various technical related projects during semester breaks as well as between semesters.

Job Requirements: The applicant should have strong communication, organizational, and problem solving skills. This position requires the ability to work independently. The employee shall be required to lift and move computer services equipment. The applicant should also have the ability to work flexible hours including evenings and possibly Saturdays as well as being open to work at either the Lakewood or Arvada campus.

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.

Skills you will gain/enhance: The Lab Assistant (II) position will introduce the employee to a computer services organizational structure. The Lab Assistant will be exposed to various operating system environments, such as Windows 7, 8, and 10 as well as Apple OS X etc… The employee will also be exposed to technical based tasks, such as computer support, systems administration, and network administration.

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.

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

3. Contact the IT Director Bill Cherrington at **bill.cherrington@rrcc.edu**] to discuss the advertised position.

4. Send Bill Cherrington your availability and resume.