

Student Employment Position Announcement



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

Job Description: The Lab Assistant (II) will assist 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.

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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.

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