

# Student Employment Position Announcement

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## Clerical Assistant II Work Study

### **Job Description:**

Work with the Facility Services Department creating, updating, and monitoring the interior signage on campus; other miscellaneous duties as needed. Work study student worker will receive training in sign making.

**Job Requirements:** You must be eligible for student employment (enrolled in a minimum of six (6) credit hours for the Spring 2015 semester) and be awarded work-study through Red Rocks Community College to apply.

**Other requirements:** Basic computer skills, good verbal and written communication skills including excellent spelling ability, attention to detail, ability to take direction and ability to work well with others.

### **Job Payment Information:**

**Wage:** \$9.00

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

### **How to Apply:**

**1. Go to Financial Aid and receive your work study referral form.**

### **2. Contact information**

Contact **Mark Bana**, Facility Director, 303-914-6220, or Room 2841. Please bring a complete RRCC application with you at the time of contact. Mark Bana – Facility Director – 303-914-6220 – Room 2841

### **Job Description: Work-study job:**

- 1. Work with the Facility Services Department:**
  - a. Creating, updating, and monitoring the interior signage on campus**
  - b. Other miscellaneous duties as needed.**
  - c. Customer Service experience 6 months – 1-year experience**

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

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- d. **Graphic Designing experience or knowledge**
  - e. **Some computer experience**
2. **Work-study student worker will receive training in sign making.**
  3. **16-20 hours a week.**

*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.*

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