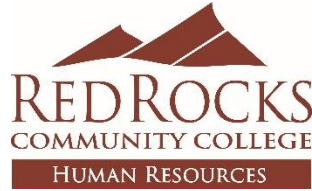


# Student Employment Position Announcement

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## Mechanical and Skilled Trades Technology Student Assistant I or II Work Study

### **Job Description:**

As a Mechanical and Skilled Trades Student Assistant, you will be expected to work approximately 6-18 hours per week during times when fall and spring classes are in session. The number of hours you work will be based on your class schedule and the needs of the department. The hours will be in the afternoons primarily Tuesday- Thursday. There may be additional weekend events or projects that will be necessary. Job duties include but are not limited to: Greeting people, filing, cataloging, inventory, scheduling, event preparation and other duties as assigned.

### **Job Requirements:**

You must be eligible for student employment (enrolled in a minimum of six (6) credit hours for the semester in which you are applying) and be awarded work-study through Red Rocks Community College to apply. Additional qualifications for this position include:

- Demonstrated organizational skills
- Work independently and exercise good judgment
- Ability to work with students, employers, and college personnel in a professional manner
- Attention to detail
- Experience with Microsoft Office software

**Skills you will gain/enhance:** Learn to work in a team environment helping other students.

### **Job Payment Information:**

**Wage:** Level I and or II

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

### **How to Apply:**

1. Go to Financial Aid and receive your work study referral form.
2. Please contact: Larry Snyder at [larry.snyder@rrcc.edu](mailto:larry.snyder@rrcc.edu), or 303-914-6306