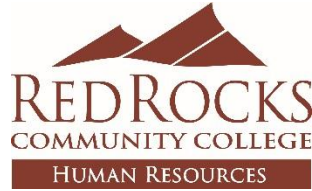


# Student Employment Position Announcement

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## High School Relations Clerical Assistant II Work Study

**Job Description:** Assist the High School Relations/Concurrent Enrollment Office with data entry, filing, copying, and general office duties.

**Job Requirements:**

- Attention to detail a must
- Computer Skills: MS Office Suite, including Outlook (email), Word, and Excel
- Banner knowledge a plus
- Professionalism
- Knowledge of Red Rocks Community College resources and services
- Strong communications skills- good phone and email etiquette
- Outstanding customer service skills
- Ability to work independently

This position will begin in spring 2016 semester. Student must be eligible for student employment (enrolled in a minimum of six (6) credit hours for the Spring 2016 semester) and be eligible for work study through Financial Aid.

**Skills you will gain/enhance**

- Knowledge of Concurrent Enrollment/ASCENT
- Added skills in Microsoft Office/Excel
- Banner Proficiency
- Customer Service working with high school students and parents
- Knowledge of Admissions and student registration process

**Preferred Work Schedule:**

Monday-Friday: Flexible

**Job Payment Information:**

**Wage:** \$9.00 per hour

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

**How to Apply:**

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

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1. Go to Financial Aid and receive your work study referral form.
2. Please submit an application and resume to Marilyn Kenfield at 303-914-6268, [marilyn.kenfield@rrcc.edu](mailto:marilyn.kenfield@rrcc.edu) or Nina Ysais at 303-914-6350, [nina.ysais@rrcc.edu](mailto:nina.ysais@rrcc.edu) or in person in Room 1008. (Applications are available online and within Human Resources at RRCC.) Please also be prepared to bring your completed work-study referral form at the time of contact.

*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)