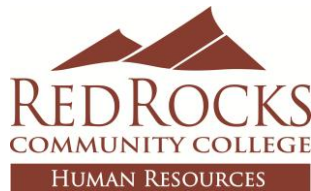


Part Time Position Announcement



Inclusion & Diversity Military and Veteran Services Coordinator

Job Description: The Coordinator of Veterans Services serves as the primary point of contact and advocate for veterans, active service members, reservists, and eligible dependents attending Red Rocks Community College. Responsibilities include coordinating services and programs for veteran students, including veteran orientation, workshops, and recognition programs, building relationships with external veteran service organizations, and working with student veterans to ensure they receive appropriate counseling and academic support. The coordinator will work with departments throughout the college to ensure a smooth transition for veteran students and will make appropriate referrals to students as appropriate. This is a 20hr/week position.

Job Requirements:

- Work collaboratively with all areas of the college to ensure veteran student success
- Build rapport and foster a sense of community for current and incoming veteran students
- Develop and deliver appropriate programming and resources to increase veteran student retention
- Plan and oversee outreach and recruitment activities for prospective student veterans and assist incoming student veterans, as needed, with the admissions and enrollment process
- Facilitate an orientation for veteran students at the beginning of each academic term
- Serve as a point of contact for inquiries about veteran students and develop programs to educate the RRCC community about best practices for serving veteran students
- Provide appropriate advisement and referrals as needed to connect students with available resources and assist in their personal growth
- Maintain positive relationships with military agencies and community organizations
- Create and maintain promotional materials for veteran students, including a comprehensive website to help navigate the college's procedures and resources
- Promote awareness of veterans' issues and advocate for student veterans and student military personnel across campus.
- Assist with the development of marketing materials and recruitment strategies pertaining to veteran students
- Other duties as assigned

Minimum Qualifications

- Associate's degree required
- 1 year experience working with veteran populations
- Experience developing and facilitating programs in a higher education setting

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

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- Excellent written and oral communication skills
- Ability to build and maintain collaborative relationships with college faculty and staff, administration, and students
- Strong organization skills; ability to work independently and to prioritize multiple tasks and responsibilities
- Proficiency with MS Office
- Experience working with diverse populations and a commitment to inclusion

Preferred Qualifications

- Bachelor's degree
- Military experience
- Experience working with military education benefit programs (i.e., Montgomery GI Bill)
- Experience with student data systems such as Banner

Job Payment Information:

Wage: \$21.98 per hour

Paid: Bi-weekly (Fridays)

How to Apply:

1. Complete the Red Rocks Application for employment.
2. Submit the application along with a cover letter and resume (optional) to Human Resources.

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

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