



## Instructional Technology Clerical Assistant II Work-Study Student

**Job Description:** Provides customer service and clerical assistance to both faculty and students and assists in the day-to-day functions of the Instructional Technology department.

**Job Requirements:** The successful candidate must have basic computer and office skills, intermediate Word and Excel, good verbal and written communications skills, attention to detail, ability to take direction and ability to work well with others. Experience with Desire2Learn (D2L) would be helpful, but not required. You must also be eligible for student employment (enrolled in a minimum of six (6) credit hours for the spring 2015 semester) to apply.

### **Job Payment Information:**

**Wage:** \$9.00 an hour

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

### **How to Apply:**

1. Go to Financial Aid to receive your work-study referral form.
2. Contact Sheryl Scharnikow at 303.914.6702 or at [sheryl.scharnikow@rrcc.edu](mailto:sheryl.scharnikow@rrcc.edu) to schedule an interview. Please complete a student employment application and bring it along with your work-study referral form to your interview. Applications can be found on the RRCC website at <http://www.rrcc.edu/sites/default/files/human-resources-StudentEmploymentApplication.pdf>.

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, gender, sexual orientation, gender expression, religion, age, national origin, or ancestry, or any other category protected by applicable law.

The College has designated the Human Resources Director as its Equal Opportunity Employment Officer and Title IX Administrator with the responsibility to coordinate its civil rights compliance activities and grievance procedures. Report all concerns or complaints relating to discrimination or harassment to the Title IX/EO Coordinator(s): Bill Dial, Director of Human Resources/Title IX Administrator, 13300 West Sixth Avenue, Lakewood, CO 80228. 303.914.6298. [bill.dial@rrcc.edu](mailto:bill.dial@rrcc.edu).

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