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 Exce l, 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 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.

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