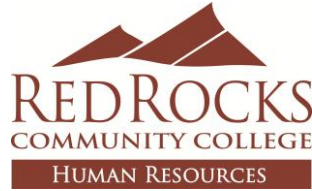


Student Employment Position Announcement



International Student Services and Programs Clerical Assistant I Work Study

Job Description: Represent and promote Red Rocks Community College. Screen students and visitors at the International Student Services and Programs front desk. Manage traffic flow, assist with appointment requests, provide reminder calls for appointments, and answer general phone calls and email enquiries. As a first contact position, provide prospective students with insight on the college from a student perspective. Provide general information on room locations, admission steps, college procedures as able. Assist the ISS&P department with filing, copying, data entry, print materials, general office duties and special projects as needed.

Job Requirements: Sensitivity and skills to work with a diverse population which includes students and visitors with limited English language abilities. Knowledge of Red Rocks Community College resources and services, knowledge of student processes, outstanding customer service skills, strong communication skills, good phone and email etiquette, ability to work independently or as part of a team.

You must be eligible for student employment (enrolled in a minimum of six (6) credit hours for the semester in which you will be working) to apply for this position. Preference will be given to student with Work-Study funding for the fall 2015 semester.

Job Payment Information:

Wage: \$8.25

Paid: Bi-weekly (Fridays)

How to Apply:

1. Go to the Human Resources Office or the Financial Aid Office to procure a Student Employee Referral Form.
2. Visit the Financial Aid office to see if you are eligible for Work-Study funds.
3. Applications are available online at http://www.rrcc.edu/hr/student_employment.html or at the Human Resources office. Then, contact Emelda Jones at 303-914-6415 or emelda.jones@rrcc.edu.

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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