

# Student Employment Position Announcement

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## Learning Commons Clerical Assistant II Student Hourly

**Job Description:** Assist students with computer based sign-in system. Troubleshoot computer user questions. Assist students, faculty, and staff with copiers, fax machine, and printers. Answer questions and direct students, faculty, and staff to appropriate office. Assist with miscellaneous office projects, and maintain the Learning Commons' tidy and professional appearance.

**Job Requirements:** Must be customer service oriented with attention to detail. Familiarity with MS Office Suite 2013 and intermediate to moderate computer (hardware/software) knowledge. A go-getting attitude, strong work ethic, and reliability a must. You must also be eligible for student employment; enrolled in a minimum of six (6) credit hours for the Fall 2015 and/or Spring 2016 semester to apply.

### Job Payment Information:

**Wage:** \$9.00/hour

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

### How to Apply:

Please fill out a student employment application and return it to Jerah Dickson at the East end of the Learning Commons or contact Paige Peterson at 303.914.6703 or [paige.peterson@rrcc.edu](mailto:paige.peterson@rrcc.edu).

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.