# Facilities Services - Mailroom
# Shop Assistant II
# Student Hourly – Summer Semester Only

**Job Description:** Sort and meter mail; receive, login and deliver parcels on Lakewood campus; assist in inventory of supplies; fills copier with paper and toner when needed; assist with filing and cleaning work area or when needed.

**Job Requirements:** Must speak, write and understand English, must have a friendly attitude and willing to work hard; must be able to stoop, reach, and pick up/lift 50 pounds; able to walk entire campus with 2 and 4-wheeled hand truck (dolly); Must be enrolled in a minimum of six (6) credit hours for the summer or fall 2015 semester.

**Job Payment Information:**

**Wage:** $9.00 per hour
**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. Apply in person to Sonja Starkweather in room 2837 between the hours of 7:30 am and 4:00 pm Monday through Friday.

*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*