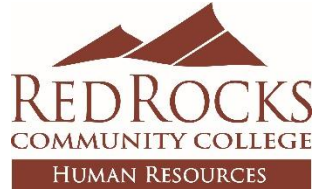


# Student Employment Position Announcement

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## Health Sciences Campus Clerical Assistant Work-Study / Student worker

**Job Description:** The main role of this position is to assist the Nursing Program director in general office operations. The position involves extensive word processing, data entry, filing and operation of office equipment including but not limited to copying, faxing, and scanning. Phone calls and emails to current and potential students will be required.

Expanded knowledge base required to perform the above duties.

**Job Requirements:** The successful candidate should have a positive attitude, be a self-starter, and be able to work independently and as a team player. Strong organizational skills are a must. Prior general office experience is preferred. Applicant must also be able to uphold the confidentiality of the office and the population that we serve. Applicant must be eligible for student employment (enrolled in a minimum of six (6) credit hours for the Fall 2015 Semester).

### Job Payment Information:

**Wage:** \$9.00/hour

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

### How to Apply

1. Go to Financial Aid and receive your referral form.
2. Please submit an RRCC application and resume to Jennifer Bresnahan, Health Sciences Campus, room 7202, [jennifer.bresnahan@rrcc.edu](mailto:jennifer.bresnahan@rrcc.edu), 303-914-6081. Applications can be found on the RRCC website at <http://www.rrcc.edu/hr/forms/pdfs/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, 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](mailto:Bill.Dial@rrcc.edu)*

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