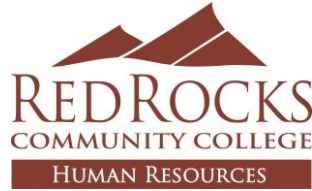


Student Employment Position Announcement



Physician Assistant Program Clerical Assistant III Work Study

Job Description: The role of this position is to assist Physician Assistant Program students and faculty with administrative requests. The position may involve word processing, data entry and the operation of office equipment including but not limited to copying, faxing, scanning and other front desk duties as assigned. An important role of this position is, after scheduled evening classroom activities the position is responsible for ensuring that the program office has been completely secured. The required hours for this position are 3:30 p.m. to 6:00 p.m. Mondays, Wednesdays and Thursdays; 3:30 p.m. to 7:30 p.m. Tuesdays. During special events, additional evening hours may be required.

Job Requirements: This role requires a high level of customer service which includes answering questions about the PA Program via telephone and in person. Computer competencies include Microsoft Office suite. Applicant must have experience working with diverse populations and the ability to work with both students and faculty. This position requires independent judgment and responsibility in the absence of regular staff. Applicant must be able to uphold the confidentiality of the office. To apply, the applicant must be eligible for work study employment through Red Rocks Community College.

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.

Job Payment Information:

Wage: \$9.50 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. Visit the Financial Aid office to see if you are eligible for Work-Study funds.
3. Contact Ruth Fry, ruth.fry@rrcc.edu, 303-914-6386, to discuss the advertised position.

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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