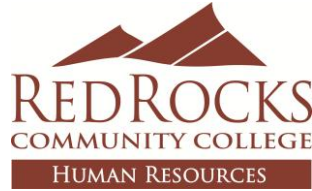


# Student Employment Position Announcement

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## ROCKY MOUNTAIN EDUCATION CENTER Clerical Assistant II Student Hourly

**Job Description:** Provide office support for the Rocky Mountain Education Center staff by assisting in a variety of office tasks to include:

- Answers phones and responding to caller's questions or directs the call to the appropriate party.
- Greets visitors; responds to questions, provides information, or directs visitor to appropriate party.
- Generating cards and certificates as needed
- Help review outreach training request for accuracy
- Scan and archive files
- Other duties as required or needed

**Job Requirements:** Seeking a student who enjoys being busy and has excellent customer service skills and computer skills. Position requires the ability to prioritize tasks and have the ability to work with students and college personnel in a professional manner. Also requires a capacity to work independently and exercise good judgment.

*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:** \$8.25-9.00 per hour

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

**Hours:** Monday – Thursday 1:00 p.m. – 5:00 p.m.

Friday – 12:00 p.m. – 4:00 p.m.

### **How to Apply:**

Please contact Jeannette Visconti in the Rocky Mountain Education Center at [jeannette.visconti@rrcc.edu](mailto:jeannette.visconti@rrcc.edu) or 303-914-6590 to set up an interview.

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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](mailto:Bill.Dial@rrcc.edu)*