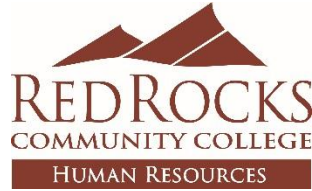


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# Student Employment Position Announcement

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## Information Desk Student Ambassador Work Study or Student Hourly

**Job Description:** Student Ambassadors exist to provide quality customer service to prospective students and their families through campus tours, information sessions, event/outreach support, open houses, enrollment/registration assistance, and student panels. The Student Ambassadors will serve as the first point of contact for the college, respond to questions, and give directions from the Information Desk. The Student Ambassadors are also responsible for assisting with mailing out information, maintaining a database of prospective students, and making outbound phone calls to current and future students.

**Job Requirements:** Applicants must have been a student at RRCC for at least one semester. Applicants must be in good academic standing taking 6 or more credit hours and must have a 3.0 GPA. Good customer service and public speaking skills are necessary. Experience with Microsoft Office products and general computer skills are required. Must be reliable, have a strong work ethic and positive attitude. Successful candidates should be able to work 20 hours each week, provide at least one letter of recommendation, and be able to demonstrate active campus involvement. Student Ambassadors must be available to work special events occasionally held in the evening or on a weekend.

Applicants must also be eligible for student employment (enrolled in a minimum of six (6) credit hours for the Spring 2016 semester). Work study and Student Hourly will both be considered.

### General Student Ambassador Duties

- Assist with organizing information sessions/events hosted or co-hosted by the Office of Student Outreach & Retention.
- Attend monthly ambassador meetings.
- Attend ambassador professional development workshops.
- Maintain professional attire when acting in the ambassador capacity and as directed. Attire will be polo, sweat, or t-shirt provided by Red Rocks Community College.

### Tours

Campus Tours are walking campus tours given to prospective students and their families. A walking tour can be given to groups of one to 20 prospective students. These tours will highlight the campus with an emphasis on services available to students.

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Human Resources Tours are walking campus tours given to employment candidates.

School Tours are campus tours and/or information sessions tailored to specific high school or middle school requests. These tours vary in size and length and often require coordination with other departments.

## **Job Payment Information:**

**Wage:** \$9/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. Apply in person at the Information Desk or contact Yvonne Pepping by email at [Yvonne.pepping@rrcc.edu](mailto:Yvonne.pepping@rrcc.edu) or phone at (303) 914-6130. If applying in person, please bring a current resume and your spring class schedule.

*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)*