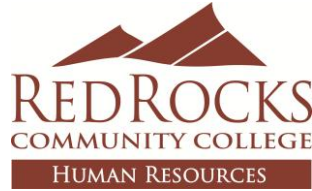


## Student Employment Position Announcement



### Facility Services – Mailroom, Shipping and Receiving Shop Assistant II Work Study

**Job Description:** Sort and meter mail; receive, login and deliver parcels on Lakewood campus; assist with inventory of supplies; fill copiers with paper and toner when needed; assist with filing and cleaning of work areas when asked or when needed.

**Job Requirements:** Must have friendly attitude and willing to work hard; speak, write and understand English; be able to stoop, reach, and pick up/lift 50 pounds; able to walk entire campus with a 2 and 4-wheeled hand truck(dolly).

*You must be eligible for student employment (enrolled in a minimum of six (6) credit hours for the fall semester) and be awarded work study funds to apply for this position.*

**Skills you will gain/enhance:** Basic warehousing skills; helps with interaction and communication skills with different personalities.

#### **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. Visit the Financial Aid office to see if you are eligible for Work-Study funds.
3. Apply in person to Sonja Starkweather in room 2837 between the hours of 7:30AM and 4:00 PM Monday through Friday.

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

## Student Employment Position Announcement

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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)*