

Student Employment Position Announcement



HUMAN RESOURCES

Student Records

Clerical Assistant II

Hourly for summer

Work Study for fall

Job Description: Provide office support for the Student Records staff by assisting in the Veteran's Certifying Official process Veteran requests and registration. The assistant will also respond to phone calls and emails from students and other staff. The employee will be responsible for updating records using the student software system and for upholding the confidentiality of the office and student/staff information.

Job Requirements: Seeking a student who enjoys being busy and has excellent computer skills including Word and Excel and knows that accuracy is more important than speed. Position requires a high level of organizational skills, proven written communication skills, and the ability to work with students and college personnel in a professional manner. Also requires a capacity to work independently and exercise good judgment.

To be eligible for summer hourly the student must be enrolled in a minimum of six (6) credit hours for the summer or fall 2015 semester at Red Rocks Community College.

To be eligible for fall work study a student must be enrolled in at least 6 credits for fall.

Job Payment Information:

Wage: \$9.00/hour

Paid: Bi-weekly (Fridays)

How to Apply:

Please contact Susan Kumpf in student records (susan.kumpf@rrcc.edu) or bring a current resume to the Student Records Office. Susan can also be reached at 303-914-6356. Please also be prepared to bring your completed work-study referral form at the time of contact.

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, gender, sexual orientation, gender expression, religion, age, national origin, or ancestry, or any other category protected by applicable law. The College has designated the Human Resources Director as its Equal Opportunity Employment Officer and Title IX Administrator with the responsibility to coordinate its civil rights compliance activities and grievance procedures. Report all concerns or complaints relating to discrimination or harassment to the Title IX/EO Coordinator(s): Bill Dial, Director of Human Resources/Title IX Administrator, 13300 West Sixth Avenue, Lakewood, CO 80228. 303.914.6298. bill.dial@rrcc.edu.