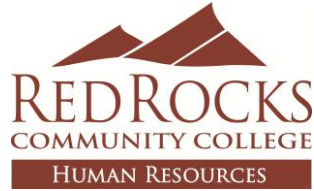


Student Employment Position Announcement



Theatre Arts and Dance Department Assistant Student Hourly

Job Description: The Department Assistant assists with all administrative and clerical needs in the Theatre Arts and Dance Department, including:

- facilitating and coordinating the department script and video library
- scheduling Dance Ensemble and Dance Team performances
- assisting the Dance Concert Coordinator
- scheduling rehearsals in the dance studio
- creating new student packets
- conducting department tours
- assisting with special events
- serving as a department ambassador for student recruitment
- assisting with marketing and public relations for all department events and productions
- attending department faculty and staff meetings and production meetings

Job Requirements: Candidates should be familiar with the Microsoft Office Suite (Word, Excel, Publisher, Outlook, etc.). We are looking for someone who is reliable, punctual, efficient, and has an outgoing personality. Candidates should be available to work up to 20 hours per week. *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.*

Skills you will gain/enhance: This position provides the unique opportunity for a student to gain experience in arts management and office administration.

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.

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

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2. Visit the Financial Aid office to see if you are eligible for Work-Study funds.
3. Email a copy of your resume and an RRCC application to Kelly Jo Eldredge, Theatre Lab Coordinator, at kelly.edlredge@rrcc.edu. RRCC applications can be found on-line at <http://www.rrcc.edu/hr/forms/pdfs/StudentEmploymentApplication.pdf> or in the Human Resources office.) For your interview, please bring a completed work-study referral form with you from Financial Aid.

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