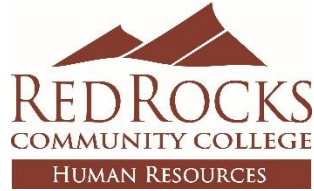


Student Employment Position Announcement



TRiO Student Support Services Office Assistant

Work Study, Student Hourly or both considered

Job Description: TRiO Office Support - The TRiO programs are 100% federally funded and serve low-income, first-generation, and/or disabled students. The candidate must be available to work approximately 15 to 20 hours per week during the semester and a portion of the semester break, and be available as needed for required work, training, workshops/seminars, and/or planning.

Job Requirements:

- Maintain a minimum GPA of 2.00.
- Commit to work for at least one year.
- Be proficient in the Microsoft Office Suite (Outlook, Excel, Access, Power Point, and Publisher).
- Possess empathy, understanding, and commitment in working with diverse
- populations, including low-income students, first generation students, students with disabilities, and English Language Learners.
- Must be dependable, detail-oriented, and flexible, organized, a willing learner and a multi-tasker, and have a professional demeanor.
- Have finely-honed written and oral communication skills, including acute listening and solid interpersonal communication skills.

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: Experience in a professional setting helping students achieve their academic goals.

Job Payment Information:

Wage: \$8.25-9.00 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. Contact **Armando Burciaga** at Armando.burciaga@rrcc.edu or 303-325-4010 to discuss the advertised position.

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