



Student Employment – Student Affairs Division - Administrative Support Assistant

Department: Student Affairs

Position Title: Administrative Support Assistant

Position Type: Work Study preferred, Student Hourly considered

Job Description:

Assist the Vice President of Student Affairs office with data organization, scanning, copying, report generation, email and phone notifications, and general office duties and special projects as needed. As a student administrative support assistant, you will have the potential to work 10-20 hours per week during times when fall and spring classes are in session. Work could occur across multiple departments in the Student Affairs Division as workloads shift. The number of hours you work will be flexible based on your class schedule and the needs of the division. The hours will be primarily between 8:00 am -5:00 pm, Monday through Friday.

Job Requirements:

- Attention to detail and accuracy a must
- Strong communications skills - good phone and email etiquette
- Outstanding customer service skills
- Computer Skills: MS Office Suite: Outlook (email/calendar), Word, and Excel
- Professionalism and understanding of confidentiality

- Document formatting competency a plus
- Some knowledge of Red Rocks Community College resources and services a plus
- Banner knowledge a plus
- Ability to work independently

This position will begin in Fall 2021 semester. Student must be eligible for student employment (enrolled in a minimum of six (6) credit hours for the Fall 2021 semester) and Work Study eligibility through Financial Aid is a preference, but not required.

Skills you will enhance:

Working in the Student Affairs Division will help to enhance your organizational skills, emotional intelligence, interpersonal skills, and communication skills.

You will also gain:

- Increased knowledge of how things work at the college
- Valuable leadership networking opportunities
- Gain experience in a professional office environment
- Increased skills in Banner
- Increased skills in Microsoft Office
- Develop Customer Service best practices working with diverse students and community contacts

Job Payment Information:

Wage: \$13.00/hr

Paid: Bi-weekly (Fridays)

How to apply:

[Click here to apply for this position!](#)

For questions about this position please contact Mary Adrian at Mary.Adrian@rrcc.edu.

For questions about student employment in general contact Bob Miller at Bob.Miller@rrcc.edu.

Title IX, Diversity and EEO Statement:

Red Rocks Community College is committed to diversity in its people and programs. The College prohibits all forms of discrimination and harassment including those that violate federal and state law or the State Board for Community Colleges and Occupational Education Board Policies 3-120 and/or 4-120. The College does not discriminate on the basis of sex/gender, race, color, age, creed, national or ethnic origin, physical or mental disability, veteran status, pregnancy status, religion, genetic information, gender identity, or sexual orientation in its employment practices or educational programs and activities. Red Rocks Community College will take appropriate steps to ensure that the lack of English language skills will not be a barrier to admission and/or participation in vocational education programs.

RRCC has designated Arnie Oudenhoven as its Affirmative Action Officer/Equal Opportunity Administrator/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). For information, contact Arnie Oudenhoven Executive Director, HR, Title IX Coordinator, Title VII/Equal Opportunity Coordinator, ADA/Sec 504 Coordinator, via mail at 13300 West Sixth Avenue, Lakewood, CO 80228. Phone 303.914.6298, or email arnie.oudenhoven@rrcc.edu or Deborah Houser, Assistant Director of Human Resources/Deputy Title IX Coordinator, 303.914.6224 deborah.houser@rrcc.edu. 13300 West Sixth Avenue, Lakewood, CO 80228.

You may also contact the Office for Civil Rights, U.S. Department of Education, Region VIII, Federal Office Building, 1244 North Speer Boulevard, Suite 310, Denver, CO 80204, telephone (303) 844-3417.

Reasonable accommodation will be provided upon request for persons with disabilities. If you are a person with a disability who requires an accommodation to participate in the application process, please notify Human Resources at 303-914-6570.

RRCC conducts pre-employment background checks on all employment finalists to determine or verify background information, including criminal history, references from previous employment, qualifications, and, when applicable, driving history. Employment offers are contingent upon receiving a satisfactory report.

For information regarding Red Rocks Community College Security, including crime statistics for the Red Rocks Community College Lakewood and Arvada campuses, please see the Red Rocks Community College campus security website at <http://www.rrcc.edu/police/>. For a hard copy report, please contact 303.914.6494.