



Part-Time, Variable Hour – Cyber Security Registered Apprenticeship Intern – Career Success

Department: Career Success

Position Title: Cyber Security Registered Apprenticeship Intern

Position Type: Part-time, Variable Hour

Red Rocks Community College is seeking an Intern for our Cyber Security Registered Apprenticeship Program!

Connect daily and make a difference in the lives of thousands of students working to earn an Associate's, Bachelor's, or a Master's degree at Red Rocks Community College (RRCC). RRCC has two campuses: our main campus in Lakewood, Colorado and our newly expanded campus in Arvada, Colorado. Red Rocks is Colorado's premier community college and the fourth largest in the state, serving over 15,000 students each year. RRCC is the first community college in the nation to offer a Master's degree in Physician Assistant studies and the first in Colorado to offer a Bachelor's degree in Water Quality Management.

This position is located on the 140-acre, beautifully landscaped, Lakewood main campus, high in the foothills, with views looking along the Front Range to Boulder and beyond. Just minutes from downtown Denver, with dedicated RTD light-rail and bus stops, commuting is quick and easy. At Lakewood, RRCC offers employee access to an on-campus coffee shop and cafeteria, an on-campus children's center, health clinic, recreational facilities, and a brand new 38,000 square foot recreation center, complete with climbing wall, a large gym with basketball courts, state of the art fitness equipment, and full locker rooms to make your transition back to work easy and efficient.

Job Summary Statement:

The Cyber Security Registered Apprenticeship (RA) Intern position provides an experiential learning opportunity for paraprofessional administrative support, program operations and program development. The intern provides primary administrative support to the CSRA program.

Essential Functions:

40% of time - Provide administrative and strategy support to Cybersecurity Apprenticeship Coordinator, Employer Relations Specialist, and Student Advisor to support growth of program enrollment and an increased completion rate.

30% of time - Assist in developing process and procedures to increase efficiency, consistency, responsibility and accountability.

20% of time - Help build a consistent cybersecurity program and communicate that program throughout the faculty, staff and student body, as well as externally in the community.

10% of time - Attend all recruitment and retention activities including presentations, workshops, etc. for students, employers, and community partners. Help to plan outreach activities. Assist in planning-scheduling, location, program length, program content and marketing of outreach activities.

Qualifications:

Required Qualifications:

- In pursuit of or having completed a related college degree such as IT, networking, cybersecurity or business
- Specific knowledge of IT, networking, and cyber security or technical fields.

Preferred Qualifications:

- Technology certifications such as CompTIA Network+, Security+, Cisco CNA, or other tech industry certification.

Required knowledge, skills & abilities:

- Intermediate computer skills with Microsoft Office.
- Outstanding customer service, which includes treating people with respect, answering questions, resolving issues and anticipating, needs.
- Ability to plan, organize and control time on specific activities to meet deadlines and maximize effectiveness.

Payment:

\$14.90/Hour - Paid Biweekly

This is a grant funded position and is projected to end on 08.31.2020.

To Apply:

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

For questions about this position, please contact **Mary Ann Tillman** at MaryAnn.Tillman@rrcc.edu.

For questions about Variable Hour, part-time employment in general, please contact Bob Miller at Bob.Miller@rrcc.edu.

This position will remain open until noon on 8.7.2020.

Title IX, Diversity and EEO Statement:

Note: Former employees of the Colorado Community College System or one of its 13 colleges, who were disciplinary terminated or resigned in lieu of termination, must disclose this within your application materials.

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.rccc.edu/police/>. For a hard copy report, please contact 303.914.6494.