

Student Employment - Clerical Assistant - Cashier's Office

Department: Cashier's Office / Accounts Receivable

Position Title: Clerical Assistant

Position Type: Fall 2019/Spring 2020 Work-Study

Job Description: This position is for up to 20 hours a week – Monday-Thursday between 9am-6pm and Friday 9am-5pm and up to 28 hours during breaks. Most common duties include scanning, sorting, and filing various documents for permanent record. The work may involve lifting 20 lb. file boxes, scanning documents using a standardized naming convention and location, stamping them scanned and then filing the documents. Accuracy in typing is needed as well as a detailed review of the scanned documents to ensure legibility and completeness. Other duties or special projects may also be assigned, which could include reconciling.

This position does **NOT** handle cash or have cashier window contact.

Job Requirements: The ideal candidate would be detail oriented, have high standards for work ethics and confidentiality and consistently perform quality work. Prior computer experience including a working knowledge of Excel and Outlook would be desired. This position will be sharing a workspace with others so once hours are established he/she would need to stay consistent for greatest efficiency. Eligibility for work-study for Summer/Fall terms is necessary. A background check must be completed with clean results.

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: Working in the Cashier's Office will help you gain universally applicable clerical skills, organizational skills, interpersonal skills, and communication skills.

Job Payment Information:

Wage: \$11.10 per hour

Paid: Bi-weekly (Fridays)

How to Apply:

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

For questions about this position, contact: **Celeste Shephard** at **303-914-6216** or **Celeste.Shephard@rrcc.edu**.

For questions about student employment in general, contact bob.miller@rrcc.edu.

This position will remain open until 12.2.2019.

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