



Student Employment – Clerical Assistant II – Career Success Center

Department: Career Success Center
Position Title: Clerical Assistant II
Position Type: Work-Study

Job Description:

This position supports the Career Success Center for up to 20 hours a week between 8 am and 5 pm Monday-Friday. The Career Success Center is located in the HUB on the Lakewood Campus. Some remote work may be an option, but this position is primarily to be on campus. **Days and hours will be dependent on the needs for coverage by the Career Success Center** as well as your availability.

Job Requirements:

Greeting visitors and representing the Career Success Center by informing about our services; assisting individuals in making appointments in Navigate; data entry, copying and scanning; maintaining RRCC's online job board, Career Connect; Collecting data and creating reports using Excel; supporting the Career Success Center social media accounts by providing content and ideas; and marketing duties including coordinating and promoting events, and supporting various events throughout campus.

- Professional and punctual

- Outstanding customer service skills
- Ability to work independently
- Good e-mail etiquette
- Interest in using social media in a professional setting
- Comfortable with computers and proficient in the Microsoft Office Suite (Outlook, Excel, and PowerPoint)
- Dependable, detail-oriented, and flexible; organized, a willing learner, and a multi-tasker
- Excellent written and oral communication skills (in person, on the phone, and through email)
- Commitment to working for at least two semesters
- 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) and **work study eligible** to apply for this position

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Skills you will gain/enhance:

- Microsoft Office including Excel, Outlook and Word
- Data collection and experience with creating reports
- Experience using customer relationship management software
- Event planning, including scheduling events and appointments and using shared calendars
- Experience with social media and content management in a professional setting
- The opportunity to create your own learning objectives of what you want to gain through this experience

Job Payment Information:

Wage: Level II - \$12.50 per hour

Paid: Bi-weekly (Fridays)

How to Apply:

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

For questions about this position, contact **Dana Bustamante**, dana.bustamante@rrcc.edu.

For questions about student employment in general, contact 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/EEO 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.