



Student Employment – Clerical Assistant II – First Year Experience (FYE)

Department: First Year Experience Office

Position Title: Clerical Assistant II

Position Type: Work Study, Spring 2020 start date

Job Description:

This position supports the First Year Experience (FYE) Office for up to 20 hours a week between 9 am and 6 pm Monday-Friday. The FYE Office is located in the Hub and while this position works directly with FYE responsibilities, you will be cross-trained to provide general Hub information as/if needed. Days and hours will be dependent on FYE Office needs as well as your availability.

Job Duties:

- Welcome students, employees, and guests
- Answer the phone and schedule appointments
- Make copies and scan
- Collect and enter student data for reporting
- Plan, promote, implement and support office events and support others' events
- Connect individuals to campus resources and services
- Provide peer-to-peer introductory information for study and success strategies
- Attend select FYE-facilitated meetings to contribute a student perspective

Job and Soft Skills Requirements:

- Enthusiasm for education
- Outstanding customer service skills
- Professional and punctual
- Ability to work independently, especially on projects
- Comfortable giving informal presentations
- Proficient with Microsoft Word and Outlook

- Detail oriented, organized and willingness to learn and receive feedback
- Excellent written and oral communication skills
- Familiarity with campus resources and services
- Familiarity with general student study and success strategies

You must be enrolled in a minimum of six credit hours for the semester in which you will be working to apply for this position.

Skills you will gain/enhance:

- Opportunity to create your own learning objectives within the scope of the position
- Opportunity to develop additional projects that would enhance FYE services

Wage: \$12.25

Paid: Bi-weekly (Fridays)

How to Apply:

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

Send your resume to Dana.Kobold@rrcc.edu and please include (in your email) a paragraph about why you are interested in pursuing this position.

For questions about this position, contact **Dana Kobold, FYE Coordinator** at Dana.Kobold@rrcc.edu or **303.914.6176** - thank you!

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

This position will remain open until 1.31.2020.

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.