



Student Employment – Clerical Assistant II – Student Records

Department: Student Records

Position Title: Clerical Assistant II

Position Type: Work-Study

Job Description:

Provide office support for the Student Records staff by assisting in the graduation and transcript evaluation process. The employee will be responsible for updating records using the student software system and for upholding the confidentiality of the office and student/staff information.

Job Requirements:

Seeking a student who enjoys being busy and has excellent computer skills including Word and Excel and knows that accuracy is more important than speed. Position requires a high level of organizational skills, proven written communication skills, and the ability to work with students, employers, and college personnel in a professional manner. Also requires a capacity to work independently and exercise good judgment

You must be eligible for student employment (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:

This position provides experience with Excel, Banner, data entry, and organizational skills. There are opportunities for phone and customer service experience as well.

Job Payment Information:

Wage: \$12.50 per hour

Paid: Bi-weekly (Fridays)

How to Apply:

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

For questions about this position, contact **Lisa Rogers** at Lisa.Rogers@rrcc.edu or **303-914-6358**.

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.