Student Employment – Campus Life - Student Health & Counseling Center/Healthy Minds Resource Center (SHCC/HMRC) Clerical Assistant

Department: Campus Life

Position Title: SHCC/HMRC Clerical Assistant

Position Type: Work-study only

Job Description:

As the Student Health & Counseling Center Clerical Assistant, you will be expected to work approximately 10-20 hours per week, a majority of the time spent working in the HMRC. Hours will typically fall between 8:30 am – 5:00 pm, Monday through Friday. The number of hours you work will be at the discretion of the SHCC Director and Behavioral Health Counselor, based on your class schedule and the needs of the office. This position will be available through May of 2021; it may be extended beyond that timeframe. You will:

- Organize activities for the SHCC and HMRC, for example: speakers, film screenings, workshops, and other events related to Physical and Mental Health Wellness. This will include: reserving rooms, managing an Outlook calendar, putting in work orders for AV equipment and facilities, creating marketing materials, etc.

- Work with campus partners to promote and market all SHCC and HMRC activities across campus.
- Attend SHCC/HMRC activities as able, including tabling events on campus, weekly department meetings, and other campus events related to mental health and general wellness.
- Work closely with the Peer Coaches and Peer Educators in the Peer Counseling Program (PCP), organizing office resources and documents for easy access, scheduling appointments, creating marketing materials, such as: flyers, brochures, and other items.
- Assist in the design and collection of reporting and evaluation data around SHCC and HMRC activities and student involvement/awareness.
- Complete general office tasks for the SHCC such as answering phones and checking voicemails, scheduling appointments, copying, and data entry.
- Knowledge, compliance, and adherence to all HIPPA and FERPA laws.
- Other duties as assigned.

Job Requirements:

- Strong communication skills (in-person and via phone and email) for working with campus partners.
- Organizational skills for coordinating activities
- Some knowledge of mental health topics and interest in expanding your understanding and experience in discussing those issues.
- Commitment to the principles of diversity, inclusion, equity, and social justice required.
- Openness to multiple points of view and ability to facilitate challenging conversations.
- MS Office skills, particularly Outlook, Word, and Excel.
- Adobe PRO and graphic design skills, or interest in learning about Adobe PRO and graphic design.
- Friendly demeanor and willingness to engage others in conversation.

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:

- Event planning
- Marketing and event promotion
- Networking and relationship-building
- Research and evaluation skills (quantitative and qualitative)
- Data entry
- Advocacy and education
- Public health

Job Payment Information:

Wage: $12.50/hour
Paid: Bi-weekly (Fridays)

How to Apply:

Click here to apply for this position!

For questions about this position, contact **Katey Parsons** at **303-914-6316** or **katey.parsons@rrcc.edu** or **Amy Buckingham** at **303-914-6270** or **amy.buckingham@rrcc.edu.**

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

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