

Student Employment – Clerical Assistant – The Hub

Department: The Hub

Position Title: Front Desk Clerical Assistant

Position Type: Work Study Only

Job Description: This position supports the Hub for up to 20 hours a week between 8 am and 8 pm Monday-Friday. Morning, afternoon, and evening shifts are available. **Days and hours will be dependent on the needs for coverage by the The Hub: Center for Engagement and Innovation** as well as your availability.

Job Duties: Stationed at the front desk of the Hub you will welcome and direct visitors (students, employers, and guests); answer or direct phone/e-mail inquiries; and scheduled appointments from Hub offices. Provide information about the different programs located within the Hub. Direct individuals to the various resources available in the Hub. Other tasks can include keeping The HUB tidy; collecting/ inputting data using Excel; and assisting with other HUB projects as needed.

Job Requirements:

- Professional and punctual
- Outstanding customer service skills
- Ability to work independently
- Good phone and e-mail etiquette
- Comfortable giving informal presentations
- 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)
- 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

- Strong comfort level with people from a variety of backgrounds, as well as a willingness to expand knowledge and skills related to inclusion and diversity
- Demonstrated commitment to fostering an inclusive working and learning environment

Skills you will enhance:

- Customer Service Skills
- Small and large group presentation skills

Job Payment Information: Wage: \$11.10 per hour

Paid: Bi-weekly (Fridays)

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

For questions about this position, contact **Jen Macken** at jen.macken@rrcc.edu or **303.914.6309**.

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

This position will remain open until 1.6.2020.

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.