



## Student Employment – Clerical Assistant – International Student Services

**Department: International Student Services & Programs**

**Position Title: Clerical Assistant II**

**Position Type: Work Study Only**

### **Job Description:**

As an International Student Services Clerical Assistant, you will be expected to work up to 20 hours per week during our office hours which are open 8:00 – 5:00 Monday through Friday during times when fall and spring classes are in session. The number of hours you work will be at the discretion of the Director of International Student Services & Programs, based on your class schedule and the needs of the department. The work location for each position is in the International Student Services Department room 1231.

### **Job duties include but are not limited to:**

- Answering the phone and welcoming International Students
- Strong communication skills
- Helping International Students fill out any necessary paperwork
- Assisting community members with booking passport appointments and understanding required documentation for passport appointments
- Directing community members with non-credit ESL/Continuing Education enrollment

- Filing and data entry
- Various projects related to the International Student Services Department
- Help further the goals and objectives of the International Student Services Department
- Study Abroad research
- Scanning to BANNER
- Other duties as assigned

### **Job Requirements:**

- Excellent written and verbal communication skills
- Demonstrated organizational skills
- Attention to detail
- Strong interest in other cultures and assisting International Students
- Experience with Microsoft Office software
- Strong comfort level with people from a variety of backgrounds, as well as a willingness to expand knowledge and skills related to International Student Services

*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) to apply for this position.*

### **Skills you will gain/enhance:**

The primary skills gained from this position are related to interpersonal communication. However, this position is encouraged to develop projects and pursue ideas that can be suited to any number of skills such as event planning, group facilitation, intercultural communication and competence, etc.

### **Job Payment Information:**

**Wage:** \$12.25 per hour

**Paid:** Bi-weekly (Fridays)

## How to Apply:

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

For questions about this position, contact **Linda Yazdani** at [Linda.Yazdani@rrcc.edu](mailto:Linda.Yazdani@rrcc.edu) or **303.914.6536**.

For questions about student employment in general, contact Bob Miller at [Bob.Miller@rrcc.edu](mailto:Bob.Miller@rrcc.edu).

This position will remain open until 2.28.20

*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](mailto:arnie.oudenhoven@rrcc.edu) or Deborah Houser, Assistant Director of Human Resources/Deputy Title IX Coordinator, 303.914.6224 [deborah.houser@rrcc.edu](mailto: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.*