



Student Employment – Clerical Assistant – Human Resources

Department: Human Resources

Position Title: Clerical Assistant

Position Type: Work-Study

Are you ready for a ***meaningful*** student job that will give you the ***skills*** needed to ***succeed*** in your ***career***? Then this is the job for you!

Job Description:

This position supports the Contingent Employment office by working with Student Hourly/Work-Study employees, Variable Hour employees, and Instructional staff. You will be treated as a valued member of the Human Resources team and learn essential skills that will make you more marketable to perspective employers. Past student employees in this position have gone on to become successful human resource professionals. You may be asked to work up to 20 hours per week, but schedules are generally flexible.

General Clerical Assistant Duties:

- Sending/receiving new hire packet emails and guiding employees through the hiring process
- Sending 'Appointment Confirmation' emails
- Filing new hire and miscellaneous packets to be processed
- Checking packets for accuracy
- Answering general and specific email questions about a variety of HR functions
- Making and receiving phone calls
- Other general office duties assigned

Job Requirements:

- Good customer service skills are necessary
- Must be reliable and have a strong work ethic
- You will be treated like a professional and professionalism is expected, though we'll have fun too!
- Ability to work independently as well as part of a team
- Knowledge of Red Rocks Community College resources and services a plus

Skills you will gain/enhance:

- Provides many opportunities for personal and professional growth in areas such as: customer service; professional communication and public speaking; working with diverse populations and working with people in authority positions
- Provides the opportunity to work with a professional team
- Provides an opportunity to learn about the systems and processes of the higher education system.
- Cultivate skills with Microsoft Office, Adobe Acrobat products, Human Resources Applicant Tracking Systems (HR-ATS), Student Information Systems (SIS), and numerous proprietary software systems.
- Professional development opportunities are provided for students whenever possible

Schedule Requirements:

- Hours are flexible depending on class schedules but work shifts should occur between 8am and 5pm, Monday through Friday.

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.

Job Payment Information:

Wage: \$12.50/hr – level II

Paid: Bi-weekly (Fridays)

How to Apply:

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

For questions about this position, and 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