

Part-Time, Variable Hour - Cyber Security Apprenticeship Advisor – Career Services

Department: Career Services

Position Title: Cyber Security Apprenticeship Advisor

Position Type: Part-time, Variable Hour

Red Rocks Community College is seeking an Advisor for our Cyber Security Apprenticeship Program!

Job Summary Statement:

The Program Advisor in the Cyber Security Registered Apprenticeship (RA) Program provides mentorship and guidance to student participants in the CS Program. Elements in the guidance activities include providing short and long term educational and vocational planning.

Primary Duties:

Promote and Recruit the Cyber Security RA Program by:

- Develop presentations for potential Cyber Security apprentices.
- Identify potential apprenticeship participant groups to present to and schedule presentations.
- Present Cyber Security RA program information to student, community and industry groups.
- Answer questions of potential students about the Cyber Security RA Program.

40% of time.

Support Apprentices by:

- Advise new students, individually and in groups on the steps to participate in Cyber Security RA Program.
- Provide potential apprentices and apprentices with clear and accurate information regarding the path to their apprenticeship and the available support throughout their apprenticeship
- Assist students with building an academic schedule to prepare them for entry in to the Cyber Security RA Program.
- Guide students toward completion of their certificate, associate degree and RA through academic planning, course monitoring and direct coaching.
- Promote college resources and services that support and guide students in being successful in college. Assist students in becoming more self-directed, and in developing ownership in decision-making.

25% of time.

Create, implement, and train pathway advisors on processes and procedures to advise apprentices and support them throughout their apprenticeship.

10% of time.

Create, facilitate, track, assess, and manage programming to bolster engagement and retention of underrepresented students in the Cyber Security RA Program.

10% of time.

Create files and maintain student records and files on assigned students. Records include apprenticeship documents, enrollment records and all associated program enrollment documents.

10% of time.

Develop and distribute outreach materials (website, social media, etc.).

5% of time.

Qualifications:

Required Qualifications:

BA/BS from an accredited college or university in Communication, Counseling, or related degree.

Two (2) of relevant experience providing academic and/or student support services.

Intermediate computer skills including experience with Microsoft Office, database utilization and social media.

Two (2) years of customer service experience.

Experience creating and presenting presentations for audiences of various age, gender, race, sexual orientation.

Preferred Qualifications:

Membership in or experience working in diverse communities and supporting the success of students and staff from racial, ethnic, and gender backgrounds that are underrepresented in the College

Required knowledge, skills & abilities:

- Ability to facilitate groups
- Ability to obtain or provide information in which the primary objective is to transmit or receive facts or ideas in their essential form.
- The ability to prepare and deliver clear, concise reports and presentations appropriate to the target audience.
- Ability to plan, organize and control time on specific activities to meet deadlines and maximize effectiveness.

Payment:

\$20.16/Hour - Paid Biweekly

This is a grant funded position and is projected to end on 06.30.2020.

To Apply:

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

This position will remain open until 1.6.2020.

For questions about this position, please contact **Melissa English** at **Melissa.English@rrcc.edu**.

Notice to All Applicants:

- *Proof of eligibility to work in the United States must be produced if hired.*

- *Final candidate is subject to a criminal background check prior to final selection process.*
- *For questions about hourly employment in general, please contact bob.miller@rrcc.edu or 303.914.6300.*

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.