

# Student Employment – Financial Aid Assistant – Financial Aid - RRCC

**Department: Financial Aid**

**Position Title: Financial Aid Assistant III**

**Position Type: Work-Study**

**Job Description:** The Financial Aid Assistant III position assists RRCC's Scholarship Coordinator/Single Point of Contact. The FAA III will typically be scheduled to work **10 hours per week**. Hours are flexible; however, applicants must commit to working the 3<sup>rd</sup> Wednesday of each month from 11:30 AM to 12:30 PM to attend RRCC's Housing & Food Insecurity Council meetings.

Duties will include, but are not limited to the following: identifying campus and community resources, and connecting students to those resources; mentoring particular groups of students to ensure they are having a successful and meaningful semester at RRCC; examining external scholarship opportunities and posting those that meet our standards to the Academic Works website; understanding the basics of the financial aid process, and being able to relay the process to students.

**Job Requirements:**

- A sense of compassion toward self and others
- Outstanding relational skills
- Intermediate computer skills, including MS Word, Excel, and Outlook
- An openness to learning new concepts and ideas, and a willingness to share your own
- A firm commitment to student privacy
- Bilingual (Spanish) preferred

*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:** You will learn and improve many transferrable skills, especially soft skills, which are required for most types of employment. You will also be using a database (Academic Works), MS Office, and basic office technology. In this position, you will grow both personally and professionally.

**Job Payment Information:** An hourly wage paid to you bi-weekly (every two weeks).

**Wage:** Starts at \$12.00 per hour and may be eligible for an increase based on performance and length of time employed by Financial Aid.

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

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

For questions about this position, contact Terri Cedillo at [terri.cedillo@rrcc.edu](mailto:terri.cedillo@rrcc.edu).

For questions about student employment in general, contact [bob.miller@rrcc.edu](mailto:bob.miller@rrcc.edu).

*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.*