



Student Employment – Library Assistant – Library

Department: Library

Position Title: Library Assistant I (2 positions available, 17-20 hrs/week)

Position Type: Work-Study

Job Description: Staff the Access Desk in the Library, check-out and check-in books, DVDs, and CDs using the library's integrated library system. Help students, faculty, and staff find library resources, both in the library and online. Answer the main Library phone line, transferring calls and taking messages as needed. Shelf new and returned books, DVDs, and CDs. Stock printers with paper and provide basic computer help to students, faculty, and staff. Participate in special projects as directed by library staff.

Job Requirements: Ability to work as part of a team to represent the Library and provide excellent customer service to students, faculty, and staff. Must have basic computer skills, including knowledge of Microsoft Office (Word, Excel) and online searching/browsing. Reliability, positive attitude, and a strong work ethic are essential.

PLEASE NOTE: *You must be eligible for student employment (enrolled in a minimum of six (6) credit hours for the spring semester). Candidates must also have a work study grant for the 2019-2020 academic year to apply.*

Skills you will gain/enhance: While working at the library you will learn how to do minor trouble shooting of computers and programs, as well as becoming very familiar with the library's resources.

Desired Shifts: The library currently has two vacant positions. Each position averages 18-20 hours per week. We currently have shifts available at the following times, with the exact hours determined by the needs of the library.

Mondays: evenings

Tuesdays: morning/afternoon

Wednesdays: morning/afternoon

Thursdays: morning/afternoon

Saturdays: morning/afternoon

Job Payment Information:

Wage: \$12.00 per hour

Paid: Bi-weekly (Fridays)

How to Apply:

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

For questions about this position, contact **Chris Pusateri** at **303 914-6745** or Chris.Pusateri@rrcc.edu

For questions about student employment in general, contact Bob Miller at Bob.Miller@rrcc.edu.

This position will remain open until 1.6.2020.

Title IX, Diversity and EEO Statement:

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.