Student Employment – Online Student Success Assistant – E-Learning

Department: Instructional Technology/E-Learning

Position Title: Online Student Success Assistant

Position Type: Work-Study

Job Description:

- Opportunity to develop and enhance the Red Rocks Online Student Union/D2L Student Orientation which are hosted in D2L (Desire2Learn)
- Assist online students by providing advocacy and referral support to campus-based student services
- Provide strategies that help increase student success in online courses
- Consult with online students face-to-face, over the phone, and online
- Engage students in the Online Student Union and D2L Student Orientation
- Assist with D2L student orientations both online and in-person
- Respond to students in the online student union and D2L student orientation by providing helpful resources and information
- Other job duties as assigned related to Red Rocks Online

Job Requirements:

- Ability to communicate with students using D2L communication tools
- Contribute to an effective and enjoyable work environment
- Commitment to diversity and the ability to work with a diverse college community
- Excellent interpersonal and writing skills
- Attention to detail is important

You must be 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:

- Advance your professional experience with Learning Management System technologies (D2L)
- Gain valuable insight into online learning student success strategies
- Practical experience in a professional and collaborative environment
- Excellent opportunity to expand technology skills and learn about emerging technologies

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 **Jon Johnson** at **Jon.Johnson@rrcc.edu** or call **303-914-6702.**

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

This position will remain open until 1.31.2020.

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.