

Student Employment - Outdoor Education – Department Assistant

Department: Outdoor Education, Park Ranger, & Physical Education

Position Title: Department Assistant

Position Type: Work-study

Job Description:

This position assists with the tasks related to managing and coordinating all activities for the Outdoor Education, Park Ranger and Physical Education programs. This may include creating and writing permits for classes that operate on federal property, creating risk management plans for classes, preparing paperwork for instructors, managing OUT equipment, conducting maintenance on OUT equipment, helping to check in/out equipment to OUT students & classes, assisting in marketing efforts, and other duties as assigned.

Duties:

- Customer service
- Work with parks, recreation and outdoor education agencies to create and maintain permits as well as submit post-use reports
- Create emergency evacuation documents for field classes
- Assists in creating route plans for outdoor expeditions
- Coordinating equipment, materials and supplies necessary for classes, field trips and expeditions
- Assist with advisory board and advisory meetings – taking notes, sending reminder e-mails, booking rooms & food, as well as actively search for advisory members that would be a good fit for our programs.
- Managing marketing efforts including updating the website, printed materials, marketing table on campus as well as external efforts
- Assist in keeping track of relevant faculty certifications

Job Requirements:

Interest and experience with outdoor activities, ability to multi-task, ability to work 15-20 hours per week, must be able to lift at least 50 pounds, professional minded, hard-working, and detailed.

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.

Skills you will gain/enhance:

This is a position that gives students the ability to greatly contribute to the department with professional duties typically completed by professionals in the outdoor industry. This includes working with outside agencies, creating risk management plans, assisting instructors, creating efficiencies within the department, etc. You will also enhance your computer skills in word, excel, caltopo, etc. This is not a typical position where you will have lots of time to work on homework – we expect that students in this position will be working predominantly on job related duties during the majority of work hours

Job Payment Information:

Wage: \$11/per hour

Paid: Bi-weekly (Fridays)

How to Apply:

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

For questions about this position, **contact Sally Cirincione** at Sally.Cirincione@rrcc.edu or **Stefan Karg** at Stefan.Karg@rrcc.edu.

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

This position will remain open until 12.2.2019.

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.