



**Position Title: Instructional Administrative Support Specialist**

<b>Position Information</b>	<b>Instructional Administrative Support Specialist Information</b>
Position Title	Instructional Administrative Support Specialist
Campus Location	Lakewood, Colorado
Primary Physical Work Address	13300 West Sixth Avenue Lakewood Colorado 80228
Salary	\$22/hr.
Starting Pay Rate	Starting Salary is not negotiable
Anticipated Start Date	Fall 2021
FLSA Status	
Closing Date	Saturday, September 18, 2021 by 11:59 p.m.
Job Type	Temporary, Part-time
Benefits	This is a temporary, part-time position at no more than 28 hours per week. The position will end on or before December 31, 2021 depending on funding.
Retirement	The Colorado Public Employees' Retirement Association (PERA) provides retirement and other benefits to employees of the State of Colorado.
Time Off	
Online Application	<a href="#">Click Here to Begin Your Application</a>

## **Position Announcement:**

Red Rocks Community College is seeking applications for two full-time Instructional Administrative Support Specialists to join our growing Instructional Services division.

Red Rocks Community College exemplifies extraordinary. We are dedicated to our Vision and Mission, which promote student achievement, staff empowerment, and community engagement. We live our values: Integrity, Collaboration, Learning, Inclusiveness, and Communication. We encourage applications from individuals whose background and interests align with our commitment to inclusiveness and welcome you to visit the RRCC Inclusion & Diversity webpage for additional information.

With an unrivaled reputation grounded in our Values, we stand out as a cutting-edge model in higher education. We are one of the first community colleges in the country to offer both Bachelor's and Master's degree programs. Our continued pursuit of excellence is instilled in our employees and has inspired a dynamic and passionate culture.

## **Summary of Position:**

The Instructional Administrative Support Specialist performs a broad range of duties in support of the Instructional Services of the College. It is a key provider of a range of administrative support on the division and select academic department levels. The Specialist will be a point of contact to all assigned faculty, serve as the face of the departments, provide administrative support for programs and departments.

## **Required Qualifications:**

- High School diploma or equivalent.
- Three (3) years of administrative, clerical assistant or customer service experience.

## **Preferred Qualifications:**

- Associate's Degree.
- One (1) year of experience in processing payroll.
- One (1) year of experience in processing event scheduling.
- 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:**

- Proficiency with Microsoft Office Suite software, and ability to use technologies necessary for communication, data gathering and reporting activities.
- Knowledge of computer enterprise systems.
- The ability to recognize patterns in numbers and information to spot potentially missing or inaccurate information
- Verbal and written communication skills including the ability to give and receive information accurately and present information to individuals.
- Ability to create and keep deadlines, manage appointments, pay attention to details, keep work organized, manage competing priorities and plan, prioritize and achieve goals.

## **Description of Position**

- Prepare onboarding documentation for faculty credential review and approval. Prepare, issue, and file credentials in accordance to college and state guidelines.
- Assist with affiliation registration and information sessions including coordinating with other departments to ensure students are properly enrolled, grades are received and entered, graduation applications are processed. Review affiliation contracts for signature and COF funding eligibility.

## **How to Apply:**

Complete applications must be received by 11:59 p.m. Saturday, September 18, 2021. To apply for this position, [click here to begin your application](#), including the following:

1. A cover letter describing your professional experiences and addressing the required and preferred qualifications.

## 2. A resume.

Additional upload sections are available in the application to include ***optional*** attachments.

### **Please note the following prior to beginning your application:**

- Your application progress cannot be saved. If you exit prior to submitting your materials, you will need to restart the application.
- As a part of the application process, you will be asked to provide the name, phone number, and email address of three professional references. References will only be contacted for candidates at the second level interview stage.
- You will be required to attach a cover letter, resume, and transcripts. Your cover letter should describe your professional experiences and address the required and preferred qualifications.
- Once you submit your application, you will no longer have an opportunity to review or make changes.
- You will receive a confirmation email once your application has been received.

### **Benefits:**

RRCC offers a range of benefit choices (Medical, Dental, Vision, FSA, Life Insurance, Supplemental Retirement Plans, PERA, Disability Benefits, and more). For additional information, please visit the [CCCS Employee Benefit Website](#).

### **The Assessment Process:**

Red Rocks Community College utilizes selection and/or search committees in the hiring process for vacant positions. All applications received by the closing deadline listed on this announcement will be reviewed to determine if applicants meet required qualifications. All applicants meeting the required qualifications will be considered for an interview with the department.

Be sure your application materials specifically address your qualifications, experience, work products, and accomplishments, as they relate to the position responsibilities, required qualifications, and preferred qualifications sections of this announcement. Upload additional documents, if necessary, to fully explain your experience and qualifications as they relate to this position. Failure to include adequate information or follow instructions and apply by the listed submission deadline, may result in your application not being accepted for this position, and may affect your inclusion as a qualified candidate at any stage in the search/selection process for this position.

## **Necessary Special Requirements:**

Must submit to and successfully complete a pre-employment background check as a condition of hire. Felony convictions or conviction of crimes of moral turpitude or convictions of misdemeanors related to job duties may disqualify you from consideration for this position. Should your background check reveal any charges and convictions, it is your responsibility to provide RRCC Office of Human Resources with an official disposition of the charges.

## **Important Notes:**

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 is an equal opportunity educational institution and does not discriminate on the basis of disability, race, creed, color, sex/gender, sexual orientation gender identity, religion, age, national/ ethnic origin, pregnancy status, veteran's status, genetic information, physical or mental disability, or any other category protected by applicable law, in its employment practices or educational programs and activities.

RRCC has designated the Executive Director of Human Resources as its Affirmative Action Officer/Equal Opportunity Administrator/Title IX Administrator with the responsibility to coordinate its civil rights compliance activities and grievance procedures. For information, contact Executive Director of Human Resources, Title IX Coordinator, Title VII/Equal Opportunity Coordinator, ADA/Sec 504 Coordinator, 13300 West Sixth Avenue, Lakewood, CO 80228. 303-914-6298.

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.