



Student Employment – Project and Lab Assistant – Water Quality Management Technology

Department: Water Quality Management Technology

Position Title: Project and Lab Assistant

Position Type: Work-Study for Spring 2020

Job Description:

This is a dual position where the employee will work partly as a lab assistant and partly as a project assistant. The lab assistant role will work closely with the WQM lab faculty to assist with the labs. The lab assistant role will require the employee to set up and tear down chemical and microbiological labs. The lab assistant will create supplies lists for each of the labs being done and will adjust inventory as needed.

The project assistant role will require the employee to work closely with the WQM staff to plan and carry out water industry events. The position will contact industry representatives, schedule meetings, attend industry functions, and work with other departments on campus to carry out WQM projects.

Job Requirements:

- Familiarity with the water industry
- Computer competency with Microsoft Office: Word, PowerPoint, Excel
- Some experience with Red Rocks resources
- Prioritize tasks based on work that needs to be done
- Reliable, punctual and is willing to learn new things
- Good written and oral communication skills.

Skills you will gain/enhance:

- Marketing skills
- Water quality industry knowledge and contacts
- Organization and project management skills

Wage: Level II, \$12.25/hour

Paid: Bi-weekly (Fridays)

How to Apply:

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

For questions about this position, contact **Chelsea Campbell** at Chelsea.Campbell@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.

You must be enrolled in at least 6 credit hours for the semester in which you will be working.

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.