



Student Employment – Radio Red Rocks Assistant (Researcher and Editor) – English Department

Department: English

Position Title: Radio Red Rocks Assistant – Researcher and Editor

Position Type: Work-Study and Student Hourly considered

Content Contributors: (up to 5 hours/week)

Job Description:

We are looking for a researcher and editor to help on a show called “Art of Redemption,” a podcast by a current Red Rocks student, the Co-Founder of [Art For Redemption](#), a project that seeks to celebrate and share artwork created by inmates. The researcher and editor would use various internet search sites to find inmates in prisons throughout the US to participate in this project, as well as contributing editing and research help for the podcast here at Red Rocks. You can find out more about Art of Redemption by going to rcc.edu/radio-red-rocks, then clicking “Archive” and selecting “Art of Redemption” to hear interviews.

Job Requirements:

- Work Study eligibility preferred
- Able to attend editorial meetings every other Friday from 12-1
- Clear and receptive communicator who will check emails regularly and respond to team communication in a timely fashion.
- Adaptability and willingness to participate in a community of enthusiastic learners who are trying new things and learning new skills, often with materials that aren't perfect for the task at hand. Able to accept own and others' mistakes as part of the learning and growing process.
- Willing to give and receive constructive criticism on content creation and job performance.
- Willing to learn technical skills associated with the job.
- Ability to record and report hours accurately and on time. Keep up with weekly itemized time sheets as well as reporting hours to the college (for Student Hourly positions, this will also entail a grant reporting form that will need to be signed by your supervisor).

Skills you will gain/enhance:

- Content creation and production
- Public speaking and ease with verbal communication
- Providing and receiving constructive criticism
- Technical skills in operating recording equipment
- Computer skills in editing audio content

Job Payment Information:

For a half-hour episode, we pay up to 3 hours at Student Hourly Rate \$12.25/hour to contributors for the show time itself plus preparation and/or recording and editing. Additionally, we will pay for attendance at the weekly editorial meetings on Fridays from 12-1.

How to Apply:

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

For information about this posting, please contact **Sara Fall** at Sara.Fall@rrcc.edu.

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

This position will remain open until 3.31.2020.

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.