Student Employment – Shop Assistant – Fine Woodworking

Department: Fine Woodworking

Position Title: Shop Assistant

Position Type: Work-Study or Student Hourly (Work Study preferred)

Job Description:

Shop maintenance and cleanliness, machine maintenance, inventory maintenance, shop fixture fabrication.

Job Requirements:

- Completion of course FIW 101, Intro to Woodworking.
- Applicant must provide a resume.
- Report to work on time for scheduled shifts.
- Contacts shop manager ASAP if unable to be present or will be late.
- Must be dressed appropriately (i.e. clean clothing without offensive labels, no open toed shoes).
- No use of offensive language, sexual or racist comments.
- Must be present during the entire shift.
- Must fulfil the requests of the shop manager that directly pertain to the job position.

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:

Students who are hired as shop assistants have the opportunity to learn unique valuable skills regarding machine maintenance and repair, inventory management, chemical management and overall shop management. These skills are valuable in the job market and can be added to the student's personal resume.

Wage: Level I
Paid: Bi-weekly (Fridays)

How to Apply
Click here to apply for this position!

For questions about this position, contact **Thom Lapadat** at **thom.lapadat@rrcc.edu** or **303-914-6208.**

For questions about student employment in general, contact bob.miller@rrcc.edu.

This position will remain open until 12.2.2019

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.