RRCC Student Position Announcement

**[Supervisor: All Fields are required. Replace all [description notes in boxes] with your own description.]**

**Department:**

**Position Title: [See ‘student compensation and hiring guide’ for current titles]**

**Position Type: [Work-Study, Student Hourly or Both Considered]**

**Job Description: [Give a general overview of what the position entails and what sort of work the student can expect to do.]**

**Job Requirements:** **[Here, list skills and qualifications that you would like from your candidates. Include special availabilities, specific competencies or fields of interest. The following italicized verbiage must be included in the job posting.]**

*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: [This is a great way to attract motivated candidates and for you as the supervisor to consider how to make this position mutually beneficial for your department and the student employee.]**

**Wage:** **[Notate either Level I, II, III, IV (new level III or IV positions require VP approval) or corresponding hourly rate in $/per hour]**  
**Paid:** Bi-weekly (Fridays)

**How to Apply**  
Click the link below to apply for this position!

For questions about this position, contact **[supervisor at email and phone.]**

**For questions about student employment in general, contact** [**bob.miller@rrcc.edu**](mailto:bob.miller@rrcc.edu)**.**

**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*](mailto:arnie.oudenhoven@rrcc.edu) *or Deborah Houser, Assistant Director of Human Resources/Deputy Title IX Coordinator, 303.914.6224* [*deborah.houser@rrcc.edu*](mailto: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/*](http://www.rrcc.edu/police/)*. For a hard copy report, please contact 303.914.6494.*