



Student Employment – Technology Assistant III – Accessibility Services

Department: Accessibility Services

Position Title: Technology Assistant III

**Position Type: Work-Study preferred, Student Hourly
considered**

Job Description:

The Level 3 Technology Assistant at Accessibility Services will be responsible for a variety of duties related to technology maintenance, student outreach, processing materials in alternate format, and assistive technology. Duties include reaching out and regularly following up with students regarding materials in alternate format and assistive technology training. In addition, the Level 3 Technology Assistant will be responsible for testing devices to ensure they are in working order. The Level 3 Technology Assistant will provide customer service by conducting assistive technology training and informing students of the process of requesting materials in alternate format. Lastly, the Level 3 Technology Assistant will conduct short technology assessments with students in providing support and identifying their assistive technology needs.

Job Requirements:

- 1 Year of customer service experience
- 2 Years of experience with Microsoft Office suite
- Ability to maintain student and office confidentiality
- Ability to maintain a consistent work schedule

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:

The Level 3 Technology Assistant will have the opportunity to develop a unique and diverse skillset related to customer service, accessibility, and assistive technology. You will be trained in disability awareness, prompt and polite customer service, technology management, and the latest trends in web accessibility and assistive technologies. We are a friendly office that encourages mutual respect and flexibility (within reason) to accommodate students and class schedules.

Job Payment Information:

Wage: \$12.75 per hour

Paid: Bi-weekly (Fridays)

How to Apply:

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

For questions about this position, contact **Marisha Manfre** at **Marisha.Manfre@rrcc.edu** or **303-914-6733**.

For questions about student employment in general, contact Bob Miller at **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 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.