



## Red Rocks Community College Part Time Position Announcement

Position Title: **FST Program Specialist**

Department: **Fire Science Technology**

**Red Rocks Community College is seeking a part-time Fire Sciences Program Specialist!**

Connect daily and make a difference in the lives of thousands of students working to earn an Associate's, Bachelor's, or a Master's degree at Red Rocks Community College (RRCC). RRCC has two campuses: our main campus in Lakewood, Colorado and our newly expanded campus in Arvada, Colorado. Red Rocks is Colorado's premier community college and the fourth largest in the state, serving over 15,000 students each year. RRCC has an academic journal and a literary journal! Our faculty are a community of active composers.

This position is located on the 140-acre, beautifully landscaped, Lakewood main campus, high in the foothills, with views looking along the Front Range to Boulder and beyond. Just minutes from downtown Denver, with dedicated RTD light-rail and bus stops, commuting is quick and easy. At Lakewood, RRCC offers employee access to an on-campus coffee shop and cafeteria, an on-campus children's center, health clinic, recreational facilities, and in early 2017 will open a brand new 38,000 square foot recreation center, complete with climbing wall, a large gym with

basketball courts, state of the art fitness equipment, and full locker rooms to make your transition back to work easy and efficient. RRCC also offers tuition assistance for full-time employees and most dependents, for classes within the 13-college, state-wide Colorado Community College System.

At RRCC we are committed to Inclusive Excellence. We strive to create a community in which everyone feels respected and valued for their unique talents and contributions, and where people from all backgrounds are able to achieve their goals. Red Rocks Community College acknowledges that inclusion and equity are multifaceted and complex concepts, and that our efforts in these areas will require innovation, intention, and an institutional commitment to these principles. To learn more about our commitment to Inclusive Excellence, visit <https://www.rccc.edu/diversity>.

### Job Summary:

The Program Specialist provides administrative, technical and physical support to the Fire Science and Emergency Management program.

### Job Duties:

#### **20%**

Monitor record keeping compliance with professional standards and documentation protocols, support the filing of required program documentation and complying with internal audits and inventory management File required program documentation. Respond to audit requests.

#### **20%**

Coordinate marketing efforts including website updates, printed materials, and events. Attend recruiting events. Plan and coordinate annual career fair for Emergency Services programs

#### **15%**

Organize grant purchasing and contact process through the lifecycle of the grant. Develop a project plan for bids, deliverables and inventory related to the grant.

#### **10%**

Development and implementation of an inventory control process, and maintenance of inventory according to state or required purchasing guidelines. Recommend purchases based on inventory needs.

**10%**

Coordinate for contingent student employees as needed.

**10%**

Support of the program advisory meetings and program/staffing CTE requirements Attend program advisory meetings.

**10%**

Monitor assets, review and seek vendors to aid in the development and completion of contracts with outside agencies as it relates to certifications, grant programs and interaction with state agencies

**5%**

Develop a student and faculty program manual, pathway documents, and program forms as needed for Fire Science Technology and any assigned academic programs.

## Job Qualifications

### Required Qualifications:

Associate's degree or certificate in Office Administration, Administration Management or Fire science or related field, or another field academically related to program

**Substitution:** A combination of education (minimum 18 college credits) and directly related technical/paraprofessional work experience may be substituted on a year for year basis

One year of documented experience in at least one of the following:

- Administrative assistance,
- completing and submitting governmental reports and documentation,
- Board certification and requirements for IFSAC and Pro-Qual, as it relates to State and National standards,
- Pamphlet development and updating.

### Preferred Qualifications:

Bachelor's degree in FST, Project Management, or other academically related field

Membership in or experience working in diverse communities and supporting the success of students and staff from racial, ethnic, and gender backgrounds that are underrepresented in the College.

One-year experience completing and submitting governmental reports and documentation, work on procuring equipment contracts and studies for Fire and Emergency mgt specific areas.

One-year supervisory experience.

### Special knowledge, skills, abilities, competencies:

- The ability to communicate effectively both in written and verbal forms.
- Effective interpersonal skills to enable effective collaborative working relationships with faculty, adjunct instructors, vendors, contractors and agency personnel and students.
- Ability to work independently with limited direction and oversight.
- Proficiency with Microsoft Office particularly Word and Excel

*Please note that employment with the Colorado Community College System is limited to in-state residents. Selected candidates will be need to be, or be willing to become, state residents before employment can begin.*

### Payment information:

\$19.71/hour

Paid on a biweekly lag payroll cycle.

### How to apply:

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

For questions about this position, please contact John Padgett at [john.padgett@rrcc.edu](mailto:john.padgett@rrcc.edu)

For questions about Variable Hour employment in general, please contact Bob Miller at [Bob.Miller@rrcc.edu](mailto:Bob.Miller@rrcc.edu) or 303.914.6300.

This position will remain open until noon on 08.26.21.

## **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/>. For a hard copy report, please contact 303.914.6494.*