

RRCC STUDENT EMPLOYMENT POSITION ANNOUNCEMENT

Student Employment – Clerical Assistant (level III)

Department: Student Success Division

Position Title: Clerical Assistant III

Position Type: Work Study

Job Description:

This position supports the Lakewood Campus Front Welcome Desk check-in position for up to 20 hours a week between 7:30 am and 7:30 pm Mon-Thurs, 7:30 am- 5:00 pm on Friday and 7:30 am - 2 pm on Saturday. *Position is for the Fall 2020 semester, and may or may not be available for future semesters.*

Job Duties:

- Welcome students and guests to Red Rocks
- Make sure everyone who enters the building gets checked-in and is wearing a mask
- Verify that the student or guest has a pre-existing appointment, reservation or class
- Help students and guests schedule appointments or reservations as needed
- Answer questions on how to access remote and campus services
- Direct/escort students to the appropriate location on campus
- Assist students with navigating the admissions application and the ROCK portal
- Maintain a tidy and professional Main Entrance lobby

Other duties may include:

contacting students for appointment reminders, data entry, filing, copying, scanning or other general office tasks.

Job Requirements:

- Good customer service skills are required
- General computer skills are required
- Experience with Microsoft Office products is helpful
- Must be reliable, have a strong work ethic and positive attitude
- Successful candidates should be able to work 10 - 20 hours each week
- Professionalism and discretion
- Ability to work independently as well as part of a team
- Knowledge of Red Rocks Community College resources and services a plus

You must be eligible for student employment (enrolled in a minimum of six (6) credit hours for the semester in which you will be working) to apply for this position.

Skills you will gain/enhance:

- Opportunity for personal and professional growth in customer service and professional communication.
- Training provided for assisting students in the application process
- Increased knowledge of RRCC student services and support
- Opportunity to work as part of a team and independently
- Can learn enhanced skills with Office products and database software
- Professional development opportunities are provided for students whenever possible
- Review and feedback provided

Job Payment Information:

Wage: \$12.50 per hour

Paid: Bi-weekly (Fridays)

How to Apply:

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

For questions about this position, contact **Yvonne Pepping** at **303-914-6130** or

Yvonne.pepping@rrcc.edu.

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

Red Rocks Community College is committed to diversity in its people and programs. The College is an equal opportunity educational institution and does not discriminate on the basis of disability, race, creed, color, sex/gender, sexual orientation gender identity, religion, age, national/ ethnic origin, pregnancy status, veteran's status, genetic information, physical or mental disability, or any other category protected by applicable law, in its employment practices or educational programs and activities.

RRCC has designated the Executive Director of Human Resources as its Affirmative Action Officer/Equal Opportunity Administrator/Title IX Administrator with the responsibility to coordinate its civil rights compliance activities and grievance procedures. For information, contact Deborah Houser, Assistant Director of Human Resources. 13300 West Sixth Avenue, Lakewood, CO 80228. 303-914-6224.