



## Visual, Audio, & Media Arts (VAMA) Student Employment

**Job Title:** VAMA Hourly Lab Assistant

**Pay:** \$16.00/hour (starting)

**Position:** Work-Study ([Eligibility/Application](http://www.rrcc.edu/financial-aid/work-study-and-student-employment): [www.rrcc.edu/financial-aid/work-study-and-student-employment](http://www.rrcc.edu/financial-aid/work-study-and-student-employment))

**Contact:** [paul.weinrauch@rrcc.edu](mailto:paul.weinrauch@rrcc.edu)

### Job Summary

Student Lab Assistants provide a valuable service to students, tutors, college staff, adjuncts, faculty, department lead, and department chair. Services range from general assistance to essential operational duties that help the department run. This position offers opportunities to interact with diverse groups of people and gain professional experience.

### Job Description

- Responsible for clocking in/out of shift, tracking & submitting hours worked, getting shifts covered in absence, observing department schedule & hours of operation.
- Responsible for department keys & access to rooms while on-shift, exchanging at shift change.
- Prepares & organizes department classrooms: locks/unlocks doors, turns lights on/off, turns displays on/off, vacuums & sanitizes workstations, controls print lab humidity.
- Greets students & visitors in-person or department phone, listens & answers questions, helps to connect them to appropriate resources within department & college.
- Ensures students & visitors sign-in at kiosk for use of labs, darkroom & photo-video studio.
- Promotes an environment that is conducive to studying, learning, & welcoming to all.
- Uses assigned student-employee email ; checks & corresponds frequently while on-shift.
- Assists with gear check-ins & check-outs
- Document overdue items and locate any missing items as necessary.
- Check condition of equipment when equipment goes out and comes back in (document as needed.)
- Clean and maintain equipment as directed.
- Assists with department displays; presentation of artwork, calibration of monitors & projectors.
- Assists with department printers; performs nozzle checks, replacement of inks & papers.
- Assists with department events, set-up & breakdown, such as open house or receptions.
- Miscellaneous projects as needed; creative media projects suitable for skills specific to employees. (i.e. headshots for employees or designing posters)
- Review and complete daily checklists during shift.

### Job Requirements

Must be customer-service-oriented and have strong attention to detail. MS Office and intermediate computer Apple & PC skills. A go-getting attitude, strong work ethic, and reliability are essential. Ability and willingness to take direction.

### Preferred Qualifications

Familiarity with Adobe CC products, Autodesk products, Corel products, Logic Pro/Garage Band (or other audio software is a plus), Photography and Videography hardware/gear.



**For general questions about student employment, contact [RRCC.financialaid@rrcc.edu](mailto:RRCC.financialaid@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.*