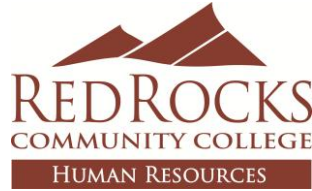


# Student Employment Position Announcement

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## Accessibility Services Clerical Assistant I, II Work Study

**Job Description:** Front Desk duties include answering a multi-line telephone, answer phone, voicemail and emails, copying, creating files, filing and clerical duties as assigned. Provide customer service to students and visitors to the Office. General office work includes helping students with paperwork, general questions and some computer assistance. Clerical Assistant II

**Job Requirements:** Person needs to be punctual, dependable, detail oriented, maintain student and office confidentiality and work in a diverse environment. Possess basic Microsoft Office computer skills, ability to work independently or as part of a team.

*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.*

### **Job Payment Information:**

**Wage:** \$8.25-9.00 per hour  
May work up to 20 hours per week

**Paid:** Bi-weekly (Fridays)

### **How to Apply:**

1. Visit the Financial Aid office to see if you are eligible for Work-Study funds.
2. Contact Audra Nicks at [audra.nicks@rrcc.edu](mailto:audra.nicks@rrcc.edu) and 303-914-6738 to discuss the advertised position or come in person to Accessibility Service Room 1182 inside the Learning Commons to pick up and application.

*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 Bill Dial, Executive Director of Human Resources, Title IX Coordinator, Title VII/Equal*

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Please contact Robert Miller at 303.914.6300 with any questions regarding student employment.

# Student Employment Position Announcement

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*Opportunity Coordinator, ADA/Sec 504 Coordinator, 13300 West Sixth Avenue, Lakewood, CO 80228. 303-914-6298.*  
[Bill.Dial@rrcc.edu](mailto:Bill.Dial@rrcc.edu)

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Please contact Robert Miller at 303.914.6300 with any questions regarding student employment.