



Cashier's Office Clerical Assistant I Student Hourly or Work Study

Job Description: Cashier's Office Clerical Assistant will assist in clerical duties. The cashier's office offers a flexible work schedule, but applicant must be able to work 20 hours per week.

Job Requirements: Must have working knowledge of computers and be able to navigate Windows files and folders with proficiency. Experience scanning is also preferred.
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).

Skills you will gain/enhance: General clerical work including scanning, organizing and filing documents.

Job Payment Information:

Wage: \$8.25-9.00 per hour

Paid: Bi-weekly (Fridays)

How to Apply:

1. Go to the Human Resources Office to procure a Student Employee Referral Form.
2. Visit the Financial Aid office to see if you are eligible for Work-Study funds.
3. Contact Andria Davis (Andria.Davis@rrcc.edu) to discuss the advertised position.

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