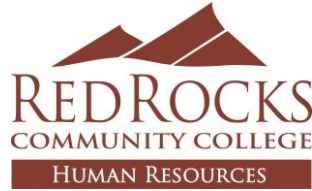


# Student Employment Position Announcement

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## Water Quality Management Technology Department Assistant Work Study

**Job Description:** This position is 7-10 hours per week helping the WQM department lead with paperwork and projects. Work will range from creating handouts, copying, collating documents, posting information in D2L, data entry, and general errand running on campus. Other duties may be assigned.

**Job Requirements:** The ideal candidate will be proficient in Word, Excel, and PowerPoint, have excellent written communication skills, be responsible for completing projects in a timely fashion, be highly motivated, and capable of working independently with minimal supervision. Availability for late morning to early afternoon hours Monday through Thursday is required. *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

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

**How to Apply:**

1. Go to the Human Resources Office or the Financial Aid 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 [Chelsea.Campbell@rrcc.edu](mailto:Chelsea.Campbell@rrcc.edu) to discuss the advertised position.

*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 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.