

**DATE: JUNE 2022**  
**FLSA: EXEMPT**  
**SALARY: GRADE R**  
**CBA: CLASSIFIED MANAGEMENT**

**RIVERSIDE COMMUNITY COLLEGE DISTRICT**  
**DIRECTOR, COLLEGE CORPS GRANT**

**BASIC FUNCTION:** Under the direction of the assigned area administrator, manages the daily operations of the College Corps Program; coordinates and oversees placement of student interns (College Corps Fellows) in paid community service positions, and facilitates participation of Fellows, host organizations, faculty, and consortium partners in planned local, regional, and state events; works closely with assigned faculty, administrators, and staff at all colleges to implement planned grant activities and achieve program goals; and ensures all Fellows are connected to and utilizing all needed college resources available to support their academic, financial, and professional success during their Fellowship.

**SUPERVISORY RESPONSIBILITIES:** Assigned District personnel.

**REPRESENTATIVE DUTIES (Illustrative Only):** The duties listed below are only intended as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this class.

1. In consultation with the Associate Dean of Educational Partnerships or assigned area manager, manages the day-to-day operations of the College Corps Program, related budgets, and assigned staff.
2. Develops, implements, and evaluates a comprehensive recruitment and student Fellow placement strategy to ensure project success.
3. Develops, implements, and evaluates a comprehensive host organization recruitment, student Fellow placement, and Fellow payment program in accordance with College Corps procedures.
4. Coordinates the reporting of Fellowship statistics, as required by the State of California and AmeriCorps.
5. Ensures accurate use of database system(s) and maintenance of College Corps website on a daily/weekly/monthly basis.
6. Facilitates and manages relationships with local host organizations (e.g., businesses, Chambers of Commerce, and non-profit agencies, educational partners, etc.) to generate the most effective Fellow placements.
7. Participates and facilitates full participation of College Corps Fellows and related individuals and entities in planned regional and state cohort-building activities, conferences, and other such events.
8. Conducts all planned and required data collection concerning Fellow experience, host organization experience, and community impact.
9. Creates and maintains connection to existing student support programs at all colleges for Fellows to ensure connectivity to meet student needs.
10. Oversees the College Corps program budget, marketing and reporting in consultation with college leadership, public relations, and business services.
11. Supervises and evaluates assigned staff, establishes goals and objectives for assigned areas of responsibility in concert with the strategic plan and program review.
12. Conducts all required fiscal reporting to ensure accurate, timely, and compliant grant expenditure.
13. Performs other related duties as assigned; specific duties not listed does not exclude them from this classification if the work is similar or related.

**QUALIFICATIONS**

**KNOWLEDGE OF:**

1. The mission of California Community Colleges.
2. Methods and techniques to develop partnerships and contacts within the corporate or educational communities locally.
3. Current career development theory, student development theory, job search methods, resume writing, and interviewing skills.
4. Experience with management and troubleshooting career management systems/technology.

**ABILITY TO:**

1. Effectively market the College Corps in securing professional placement for students with various academic disciplines and backgrounds;
2. Cultivate an inclusive, diverse, and welcoming environment..
3. Develop internal college partnerships and external Fellow placement opportunities.
4. Prepare comprehensive and timely grant-related documents and reports.
5. Communicate and present program information to both internal and external stakeholders.

**Education and Experience:**

A bachelor's degree from an accredited institution and two years of experience in career or workforce development or related field.

Three years of relevant and progressively responsible experience in a community college or university career center setting and experience with AmeriCorps is preferred. Experience facilitating internship placement in the local area (San Bernardino/Riverside/Ontario MSA) is also preferred.

**CONTACTS:**

Co-workers, faculty, students, administrators, staff, the general public, local businesses, Chambers of Commerce, Workforce Development, and other related agencies.

**PHYSICAL DEMANDS:**

Employees must possess the ability to lift, carry, push, and pull materials and objects weighing up to 25 pounds. This classification primarily works in an office and standing in and walking between work areas is occasionally required. Will require occasional travel.

**ENVIRONMENTAL ELEMENTS:**

Employee works in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances.

**OTHER:**

Must have evidence of sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability and ethnic backgrounds of community college students, staff, and the community.