

**RIVERSIDE COMMUNITY COLLEGE DISTRICT
CLASSIFIED POSITION DESCRIPTION**

JOB TITLE: Student Employment Personnel Specialist

BASIC FUNCTION: Under the general supervision of the area Dean, independently performs a variety of employment related duties; implements on- and off-campus District, Federal, and CalWORKs Work Study programs; providing students with job development, placement, and job readiness training.

PROVIDES WORK OR LEAD DIRECTION TO: Short-Term employee(s) and/or Work Study student(s).

REPRESENTATIVE DUTIES:

1. Processes completed timesheets from campus departments on a monthly basis to assure accuracy.
2. Processes completed CalWORKs Request for Reimbursement forms on a monthly basis to assure accuracy.
3. Maintains student, and department forms and records as well as making appropriate case files notes involving the employment process.
4. Provides timely updates regarding employment related information to students, off-campus sites, and on-campus departments concerning student employment issues.
5. Identify post-employment issues and make referrals for appropriate corrective services.
6. Follows and maintains rules and regulations of the District, Federal and State government, and CalWORKs in completing student employment files in the implementation of Student Employment Programs.
7. Answers inquiries and concerns regarding regulations of the various student employment programs.
8. Performs computer based data entry tasks and disseminates appropriate information and records to students, off-campus sites and on-campus departments.
9. Assist in the development and implementation of marketing, recruitment and retention programs (i.e. brochures, flyers, advertisements, etc.) that promotes on- and off- campus employment opportunities.
10. Post job postings at appropriate campus locations and online.
11. Assist in coordinating campus career and job fairs, recruitment fairs, and conduct work readiness workshops.
12. Analyzes and interprets data processing reports and disseminates accordingly.
13. Participates in student employment related training programs, workshops, and associations.
14. Assist employers in completing the Federal, District, and CalWORKs Work Study Employment Agreements and follow-up with all student employment placements to promote job retention.
15. Works collaboratively with program faculty and other departments to develop strategies for keeping CalWORKs student in class and working.
16. Participates in District-provided in-service training programs.
17. Maintains a friendly, supportive atmosphere for students, staff, faculty, and the public.
18. Performs other duties, related to the position, as assigned.

EDUCATION: An associate degree from an accredited institution is required. A bachelor's degree from an accredited institution is desired.

EXPERIENCE: At least two years of related work experience in an educational organization, social service field, personnel department and/or employment agency is required. One year of financial services experience is preferred.

LICENCES/CERTIFICATIONS REQUIRED: None

KNOWLEDGE OF: Career and occupational opportunities in the community; educational opportunities at the college; and, procedures and equipment.

ABILITY TO: Represent the District to business and industry; work with students and assist them in successful completion of a training program; operate office machines; spell correctly and use good English; perform a variety of clerical duties; establish and maintain effective working relationships with others.

OTHER: Candidate must demonstrate clear evidence of sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds of community college students, staff, and the community.

CONTACTS: Co-workers, administrators, faculty, students, general public, local businesses, institutions and agencies.

WORKING CONDITIONS: Normal office environment.

The Riverside Community College District is an equal opportunity employer and recognizes the need to provide reasonable accommodations to employees with disabilities. For more information, contact (951) 222-8039.