

**RIVERSIDE COMMUNITY COLLEGE DISTRICT
CLASSIFIED POSITION DESCRIPTION**

JOB TITLE: Student Resource Specialist

BASIC FUNCTION: Under the supervision of the area administrator, is responsible for providing a broad range of services to support students enrolled in the assigned program; initiates student contact and monitors student progress to ensure student success within the program; provides career/vocational information; assists students in removing barriers to academic success; develops and implements recruitment and retention strategies; and designs and delivers workshops and training sessions.

PROVIDES WORK OR LEAD DIRECTION TO: Not applicable.

REPRESENTATIVE DUTIES:

1. Provides students with career and vocational information and program requirements.
2. Assists students with accessing their academic history through the academic review and provides information about transcript evaluation.
3. Works collaboratively with program faculty and other departments to develop strategies for keeping at-risk students in class.
4. Assists the counselor in providing support and referrals for students experiencing family, personal, or economic crises which may impact school performance.
5. Assists the program faculty in developing activities on various topics such as time management, study strategies, goal setting, learning styles, career planning, and communications skills.
6. Consults with a variety of social service agencies in the community to explain general program requirements or to address individual student progress or needs.
7. Develops, implements, and maintains marketing, recruitment, and retention strategies for assigned program.
8. Creates brochures, orientation materials, forms, and documents for distribution and presentation.
9. Coordinates activities to introduce students to available community services and campus resources.
10. Facilitates orientation meetings.
11. Makes presentations to schools, community organizations, churches, and other groups to explain the program; maintains an active case file on each enrolled student.
12. Keeps accurate case notes and documentation.
13. Provides statistical information and summarizes information in reports as needed.
14. Submits required paperwork according to specified timelines.
15. Participates in District-provided in-service training programs.
16. Maintains a friendly, supportive atmosphere for students, staff, faculty, and the public.
17. Performs other duties, related to the position, as assigned.

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

EXPERIENCE: Two years of closely related work in an educational or social service field are required.

LICENSES/CERTIFICATIONS REQUIRED: None.

KNOWLEDGE OF: Career and vocational information and program requirements; college academic policies and procedures; commonly used word processing, electronic spreadsheet and presentation software; marketing principles; modern office practices, procedures and equipment.

ABILITY TO: Understand, interpret, and apply California public school and College policies, rules, and regulations; use a computer; work with at-risk and culturally diverse student populations; work with students in advising and developing goals; assess student needs and coordinate educational and community-based services; manage caseload and case files.

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, counselors, faculty, social services agencies, community services, community organizations, schools, churches and students.

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.