

**RIVERSIDE COMMUNITY COLLEGE DISTRICT  
CLASSIFIED POSITION DESCRIPTION**

**JOB TITLE:** Assistant to the Coordinator, Upward Bound

**BASIC FUNCTION:** Under general supervision of the area Director, provides assistance to carryout all activities associated with the implementation of the U.S. Department of Education Upward Bound Grant Program. This project identifies and assists high school students from at-risk backgrounds who have the potential to succeed in higher education to prepare for admission into a four-year, post-secondary school of their choice.

**PROVIDES WORK OR LEAD DIRECTION TO:** Not applicable – no permanent full-time staff to supervise.

**REPRESENTATIVE DUTIES:**

1. Assist with recruitment activities to identify eligible applicants for the Upward Bound Program.
2. Follow up with applicants to request missing information, documentation, and/or forms.
3. Assist with scheduling interviews for new applicants and their parents.
4. Assist with assembling new participant files.
5. Input participant general information into program database.
6. Assist with scheduling facilities and transportation arrangements for program activities.
7. Assist with the scheduling of individual appointments with participants and monthly luncheons at participating high schools.
8. Assist with maintaining office records such as sign in sheets, participant rosters and other records.
9. Assist with scheduling interviews to hire program instructors.
10. Assist Accounting Services Clerk to secure purchases for meals, instructional and educational supplies and admission tickets.
11. Assist with data collection to prepare annual performance report.
12. Assist with scheduling and planning of college visits and cultural field trips.
13. Assist Coordinators to supervise participants during college visits, cultural trips and summer residential program.
14. Participates in program related trainings.
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 AA/AS degree from an accredited institution is required. A bachelor's degree is preferred. Bilingual in Spanish is also preferred.

**EXPERIENCE:** One year of related experience working with students from diverse socioeconomic, cultural, and ethnic backgrounds is required. Computer experience is required.

**LICENSE/CERTIFICATIONS REQUIRED:** Must have a valid California drivers license and have (and maintain) an insurable driving record acceptable to the District's insurance carrier.

**KNOWLEDGE OF AND SKILLS IN:** Microsoft Office is required.

**ABILITY TO:** Take directions; prioritize; work independently and effectively; work effectively with students and parents from low-income background; be flexible; competent written, oral and interpersonal communication skills.

**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, other departmental staff, middle and high school's personnel, community agencies, students, parents and the general public.

**WORKING CONDITIONS:** Candidate will share office space with other personnel. Candidate will work in a normal office environment, participate in field trips, and attend functions at local high schools. Candidate must be available to work some weekends and stay overnight during summer residential program.

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.