

**NOVEMBER 2018**  
**FLSA: NON-EXEMPT**  
**SALARY: N**  
**CBA DESIGNATION: CLASSIFIED BARGAINING UNIT**

**RIVERSIDE COMMUNITY COLLEGE DISTRICT**  
**EDUCATIONAL SERVICES REEMPLOYMENT COORDINATOR**

**BASIC FUNCTION:** Under the direction of the Vice Chancellor within the Office of Educational Services, the incumbent performs a variety of specialized and technical duties involved in the development, coordination, and monitoring of information used in establishing and granting of rehire rights to associate faculty.

**REPRESENTATIVE DUTIES:**

1. Processes, maintains and updates Reemployment Preference lists and related documents.
2. Collects and maintains documents used to establish associate faculty teaching availability, and maintains records of faculty professional growth activities.
3. Works with Academic Affairs/Instruction at the colleges to monitor and maintain evaluation cycles for associate faculty.
4. Critically reviews and resolves discrepancies in reemployment preference matters; updating systems, as appropriate.
5. Provides technical assistance to stakeholders; works with Information Technology Services to ensure accuracy of reemployment systems data; recommends modifications, as appropriate.
6. Develops and maintains a calendar of activities that will be used to track reemployment preference; coordinates time lines to ensure statutory compliance with terms of collective bargaining agreement.
7. Develops and runs monthly, quarterly, semi-annual and yearly reports to ensure compliance with all reemployment standards and operating guidelines.
8. Verifies and communicates receipt of information, enters information into various systems, and communicates responses to requests for reemployment preference.
9. Coordinates appeals of denied requests for reemployment preference.
10. Serves as a liaison between the District, the colleges, the union and associate faculty in addressing reemployment preference matters; and attends meetings as a representative of and on behalf of the District.
11. Develops, codifies, maintains and updates policies and procedures for reemployment preference of associate faculty.
12. Verifies and tracks associate faculty bumping entitlements and processes them accordingly.
13. Performs other duties related to the position, as assigned.

**EDUCATION AND EXPERIENCE:** Equivalent to an associates' degree from a regionally accredited institution in business administration, public administration, or a related field, and three (3) years progressively advanced experience working in a California Community College or other system of higher education.

A bachelor's degree and/or experience working with curriculum or academic/certificated employment practices is preferred.

**LICENSES/CERTIFICATIONS:** None

**KNOWLEDGE of:**

1. Knowledge of instructional areas, curriculum, courses, requirements and prerequisites
2. Computer software such as word processing, spreadsheet, database management, web, graphics and desktop publishing
3. Basic policies and procedures related to academic personnel assignments and transactions
4. Payroll rules, policies and records affecting time reporting for academic employees
5. District and College organizational structures, practices and procedures
6. Practices and procedures of office management
7. Customer service techniques, business etiquette and professional decorum
8. California Education Code and Title 5 requirements for academic employment
9. Report writing and business correspondence formatting techniques

**ABILITY TO:**

1. Compile, organize and coordinate data from a variety of sources
2. Establish and maintain effective working relationships with stakeholders
3. Analyze situations accurately and recommend appropriate courses of action
4. Meet timelines, maintain records and reports, work independently, with little direction
5. Modern office practices
6. Plan, organize and prioritize work
7. Understand and follow oral and written directions
8. Communicate effectively, orally and in writing
9. Read, interpret, apply and explain rules, regulations, policies and procedures

**CONTACTS:** The incumbent maintains daily contact with associate faculty and staff, as well as frequent contact with various college and/or District departments, including administrators and the faculty union representatives.

**PHYSICAL DEMANDS:** Employees must possess the ability to lift, carry, push, and pull materials and objects weighing up to 25 pounds. May 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.

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, please contact (951) 222-8039.