

**RIVERSIDE COMMUNITY COLLEGE DISTRICT  
CLASSIFIED POSITION DESCRIPTION**

**JOB TITLE:** Occupational Education Assistant

**BASIC FUNCTION:** Under the supervision of the area Director, performs skilled clerical duties related to the VTEA, Tech Prep, State Leadership, and other federal or state funded grants and programs.

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

**REPRESENTATIVE DUTIES:**

1. Plans, schedules, and performs a variety of clerical work related to the District's occupational education department.
2. Maintains complete, accurate, and organized records.
3. Composes and produces typewritten letters, e-mails, memos, minutes, and other documents.
4. Prepares, produces, and distributes materials and reports.
5. Maintains an internal record of budget versus actual expenditures.
6. Documents grant-funded expenditures related to approved grant activities.
7. Assists in preparing required grant funded narrative and expenditure reports within specified timelines.
8. Assists in maintaining various occupational education websites.
9. Assists in the coordination of meetings, special events, and training workshops.
10. Maintains trace inventory for VTEA equipment.
11. Participates in District-provided in-service training programs.
12. Maintains a friendly, supportive atmosphere for students, staff, faculty, and the public.
13. Performs other duties, related to the position, as assigned.

**EDUCATION:** An associate's degree from an accredited institution in a reasonably related field is required.

**EXPERIENCE:** At least two years of responsible clerical experience with broad knowledge of computer applications and accounting practices is required.

**LICENSES/CERTIFICATIONS:** None.

**KNOWLEDGE OF:** Methods, practices, terminology used in the grants and categorical area; commonly used word processing and electronic spreadsheet software; the English language and grammar.

**ABILITY TO:** Exercise judgment and initiative; understand and carry out complex oral and written instructions; work effectively with faculty, administrators, staff, and representatives from outside organizations.

**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, faculty, students, other partnering educational institutions' administration and staff, and the community at large.

**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.