

RIVERSIDE COMMUNITY COLLEGE DISTRICT
CLASSIFIED POSITION DESCRIPTION

JOB TITLE: Outreach Specialist, Upward Bound

BASIC FUNCTION: Under general supervision of the Upward Bound Director, provides assistance to carry out 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 postsecondary education programs.

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

REPRESENTATIVE DUTIES:

1. Assists in the development, coordination, and implementation of an Upward Bound grant at a local high school.
2. Assists with recruitment activities to identify eligible applicants for the Upward Bound Program.
3. Assists director by meeting with students to review students' individual academic plan, needs assessment, transcript evaluation, and applications for college, financial aid, internships, and scholarships.
4. Prepares and conducts outreach workshops and presentations.
5. Follows up with applicants to request missing information, documentation, and/or forms.
6. Assists with scheduling interviews for new applicants and their parents.
7. Assists with and proctors high school assessment test.
8. Assists with assembling new participant files.
9. Provides responses to inquiries from students, parents, high schools, community organizations, and the general public.
10. Assists in the development of a program database and the inputting of participant general information.
11. Assists with scheduling facilities and transportation arrangements for program activities.
12. Assists with the scheduling of individual appointments with participants and monthly luncheons at participating high schools.
13. Assists with maintaining office records such as sign in sheets, participant rosters and other records.
14. Assists with the monitoring of the department budget as directed and processes timesheets, requisitions and mileage/travel requests to ensure payment.
15. Assists with scheduling interviews to hire program instructors.
16. Assists Director to secure purchases for meals, instructional and educational supplies and admission tickets.
17. Assists with data collection to prepare annual performance report.
18. Assists with scheduling and planning of college visits and cultural field trips.
19. Assists Director in monitoring participants during college visits, cultural trips and summer residential program.
20. Participates in Trio related trainings.
21. Follows up with participants and parents/guardians to notify of upcoming events and critical deadlines.
22. Directs and coordinates work activities of Short-Term Employee(s) and/or Work-Study Student(s).
23. Participates in District-provided in-service training programs.
24. Maintains a friendly, supportive atmosphere for students, staff, faculty and the public.
25. Performs other related duties as may be assigned.

EDUCATION: An Associate's degree or 60 units of college coursework from an accredited institution is required. A bachelor's degree from an accredited institution is preferred. Additional qualifying experience may be substituted for the associate's degree on a year for year basis with one year of full time experience equaling 30 semester units of college.

EXPERIENCE: One year of related experience working with students from diverse socioeconomic, cultural, and ethnic backgrounds. Computer skills in Microsoft Office are desired. Bilingual in Spanish is preferred.

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

KNOWLEDGE OF: Computer skills in Microsoft Office are required. Socio-economic issues impacting students; services available to high risk students; basic computer operations.

ABILITY TO: Take directions; prioritize work activities; work independently and effectively; use a computer; work effectively with students and parents from low-income background; be flexible with changing work priorities; competent written, oral and interpersonal communication skills. Learn basic office procedures.

OTHER: Candidate must have evidence of sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability and ethnic backgrounds of community college students (E.C. 87360a).

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 Trio Personnel. Time will be split between working in a normal office environment and participating in field trips and attending functions at local high school. 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.