

RIVERSIDE COMMUNITY COLLEGE DISTRICT
CLASSIFIED POSITION DESCRIPTION

JOB TITLE: Outreach Specialist, Upward Bound

BASIC FUNCTION: Under general supervision of the Upward Bound Math and Science Director, provides assistance to carry out all activities associated with the implementation of the U.S. Department of Education Upward Bound Math and Science 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 that lead to careers in the fields of math and science.

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

EDUCATION: An AA/AS degree from an accredited institution is required. A bachelor's degree from an accredited institution is preferred. Bilingual in Spanish is preferred.

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

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.