

OCTOBER 2016
FLSA: NON-EXEMPT
SALARY: GRADE G
CBA DESIGNATION: CLASSIFIED

RIVERSIDE COMMUNITY COLLEGE DISTRICT

STUDENT ACTIVITIES CLERK

BASIC FUNCTION: Under the supervision of the area manager assist with the oversight of the assigned center or program; creates and maintains a variety of files, types memos, maintains student and records, inputs data, assists in assigning work and providing instruction to work study employees, receives and process cash and checks for special events; and perform related duties as assigned.

REPRESENTATIVE DUTIES:

1. Provides administrative support to the assigned center/program, includes assisting with co-curricular activities on campus and providing support in set-up of activities or special events.
2. Access, develop and maintain various databases and informational materials, including training manuals, leadership handbooks, directories, student website and other student materials.
3. Creates and maintains the student activities calendar.
4. Applies knowledge and interpretation of departmental policies, procedures, and department services at front counter and other places when directing students, visitors, and telephone callers to the appropriate offices and/or other departments.
5. Types and proofreads a variety of correspondence, reports, and letters from handwritten drafts or verbal instructions.
6. Schedules, confirms, and cancels department appointments; and prepares agenda materials for student and staff meetings.
7. Creates and maintains student and work study files; assists with payroll of student workers.
8. Provides instruction and assistance to student employees in the operation of the center/program office and in the use of office equipment; monitors their work.
9. Screens student employee hire packet for completeness and accuracy; screen applications for student employee eligibility.
10. Compiles and maintains student community services records; inputs data and retrieves for semester and fiscal reports; receives and dispatches mail.
11. Disseminates information pertaining to the assigned center/program through posting of flyers and classroom presentations.
12. Attends a variety of meetings and participates in District provided "in-Service" training programs.
13. Prepares requisitions, work orders; maintains, stores and inventories supplies, materials, and equipment.
14. Performs other duties, related to the position, as assigned.

EDUCATION: Graduation from high school or GED equivalent. One year of college coursework is desired.

EXPERIENCE: Two years of closely related experience involving extensive public contact in a culturally-diverse environment is required.

LICENSES/CERTIFICATIONS: None

KNOWLEDGE OF:

- Current office methods, machines and software.

ABILITY TO:

- Understand and follow oral and written directions;
- Make simple mathematical computations;
- Explain rules and policies and procedures;
- Index and alphabetize accurately;
- Keyboard at a speed of not less than 40 net words per minute;
- Use good communication and written skills;
- Use proper English, including grammar, spelling, punctuation, and vocabulary;
- Use interpersonal skills using tact, patience, and courtesy;
- Establish and maintain friendly, cooperative, and effective relationships with others
- Operate a variety of office equipment including computer, printer, copier, fax, and scanner.

CONTACTS: Co-workers, other departmental staff, students, faculty, tutors, and program directors.

PHYSICAL DEMANDS: Employees must possess the ability to lift, carry, push, and pull materials and objects weighing up to 25 pounds. Will 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, contact (951) 222-8039.