

**RIVERSIDE COMMUNITY COLLEGE DISTRICT**  
**NON-CLASSIFIED SHORT-TERM AND SUBSTITUTE**  
**TEMPORARY POSITION DESCRIPTION**

**POSITION TITLE:** Academic Coordinator

**DEPARTMENT/LOCATION:** Student Success – Norco College

**BASIC FUNCTIONS:** Coordinate the outreach, recruitment, implementation of grant specific academic programs.

**REPRESENTATIVE DUTIES:**

1. To participate in the Student Success Committee
2. To participate in the designing of grant specific programs
3. To designing and implementing the outreach efforts to recruit students into these programs (includes creating and disseminating outreach material, phone banking, organizing information sessions, etc.)
4. To assist in the process of selection of new participants into these programs
5. To maintain organized files of documents pertaining to the program and its participants including participant agreements, transcripts and student records
6. To plan, coordinate and execute field trips for the cultural enrichment and intellectual development of the participating students, as well as to broaden their educational goals
7. To act as the main liaison between participating students, their families, faculty, counselors, and administrative staff of the program; involves conducting general follow-up via telephone and e-mail related to inquiries received
8. To contribute in the process of monitoring the participating students' academic progress throughout the academic year
9. To intervene in situations to help rectify participating students' conduct problems as well as their academic discipline
10. To coordinate and implement the distribution of supplies provided to the students by the program (includes textbook materials, food, etc.)
11. To ensure the participating students' successful completion of the institutional requirements of starting an education at NORCO College and becoming a participant in the program (includes orientation, financial aid application, course registration, etc.)
12. To develop data gathering instruments as outcomes assessment tools for the program, to administer the implementation of such instruments, and to centralize the collected data
13. To assist in or lead the process of data analysis of data gathered in outcomes assessment projects (including inputting, coding, and cleaning data; running data analysis, etc.)
14. To prepare reports pertaining to the program
15. To prepare and execute public presentations pertaining to the program (to committees, panels, cabinets, etc.)
16. To assist in the counseling of participating students by providing guidance and motivation
17. To be a main resource for participating students who are facing obstacles (of various natures) to their academic progress; this involves acting as a troubleshooter and advocate for students
18. To provide guidance information related to college rules and regulations, policies and procedures
19. To plan and implement a variety of workshops on topics associated with student success and career

20. To collaborate with a variety of college support and academic services such as Counseling, Admissions & Records, Tutorial Services, Financial Aid, Disabled Student Services, and specialized programs to maximize resources and services to students
21. Performs other duties, related to the position, as assigned

#### **QUALIFICATIONS:**

Minimum of a bachelor's needed. Background in assessment or research is preferred (graduate studies). Experience in program development/student services. Experience in grant development.

**HOURS/DAYS:** A Non-Classified Short-Term Employee is a temporary employee, exempt from the classified service, hired to perform a service that is not needed on a continuing basis and is **limited** to 160 days per fiscal year. The department budget may further limit these days.

A Non-Classified Substitute Employee is a temporary employee, exempt from the classified service, hired to replace a classified employee who is temporarily absent from duty. Employment is **limited** to 160 days per fiscal year. The department budget may further limit these days.

A temporary employee can work 8 hours per day, 40 hours per week. If a temporary employee works 1 hour per day, it counts as one day towards the 160-day limit per fiscal year. Temporary employees are not exempt from overtime provisions and are entitled to overtime pay for overtime hours worked.

No temporary employee may begin to work without the authorization of Diversity and Human Resources.

The work location and assignment within the job classification is determined by the District and may be subject to change.

All offers of employment will be contingent upon the availability of funds and approval by the Board of Trustees.

**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.