

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

POSITION TITLE: Community Liaison

DEPARTMENT/LOCATION: Workforce Preparation

BASIC FUNCTIONS: The primary objective for this position is to identify, cultivate and grow new opportunities to reach the target group of 16-26 year olds, low income, and bilingual end users. This individual is responsible for building and maintaining relationships within the grant partnership and the underserved/untapped portions of the community within the assigned districts. Help key community groups use new (products) grant services to solve difficult community problems and to identify each community group's success criteria and determine a strategic plan (orienting, training, scheduling, and coaching) for recruitment to provide a grass-roots support network within the community.

REPRESENTATIVE DUTIES:

1. Provide Career Cruising training sessions to students, families, teachers, counselors and community leaders
2. Write and post articles on www.College311.org
3. Promote the importance of the Early Assessment Program to high school juniors
4. Assist partners with "*Fund Your College Dreams*" campaign/workshops
5. Provide assistance to K-12 instructors that are working to articulate courses with RCCD

QUALIFICATIONS: Experience with K-12 school districts, city agencies, Chambers of Commerce, community-based and faith-based organizations. Ability to work collaboratively, work under pressure and meet critical deadlines.

EDUCATION: 2 years of college minimum

ABILITY TO: Clearly communicate

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.

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.

June 2012