

**RIVERSIDE COMMUNITY COLLEGE DISTRICT
CLASSIFIED SUPERVISOR POSITION DESCRIPTION**

JOB TITLE: Career & Technical Education Project Supervisor

BASIC FUNCTION: Under the supervision of the area manager, coordinate activities associated with the Department of Labor TAACCCT grant focusing on Automated Systems Technicians and Supply Chain Technology. Assist students and local residents who have the potential to succeed in these fields to enter and successfully complete Career & Technical Education academic programs. Coordinate and align efforts with regional educational and industry partners. Provide case management and programmatic support, and oversee the successful implementation of grant work plan objectives and outcomes.

PROVIDES WORK OR LEAD DIRECTION TO: Classified Employee(s), short-term employee(s) and/or student worker(s).

REPRESENTATIVE DUTIES:

1. Responsible for the organization, development, and dissemination of materials to publicize and recruit CTE programs in the community, local school districts, American Job Centers, and the Riverside Community College District.
2. Manages a variety of recruitment activities including college tours, presents presentations regarding programs and services, develops community relationships; may assist in recruiting students from high schools.
3. Collects and analyzes eligibility documentation in collaboration with program and grant partners.
4. Determine grant participants' needs and potential.
5. Develops program services including curriculum alignment with program partners.
6. Provides workshops and appropriate referrals to college offices and county services.
7. Coordinates program efforts with appropriate organizations in order for students to successfully complete program requirements and secure gainful employment in the field.
8. Tracks grant progress of TAA participants; including follow-up calls and emails.
9. Communicates with students, grant partners, and college/district employees about the status and progress of program participants and grant activities.
10. Refers participants to college, community and social assistance agencies for additional support and services beyond the scope of the TAACCCT grant.
11. Coordinates and implements purchasing of necessary equipment and supplies for the program.
12. Provides guidance to students and residents with applications for admissions, financial aid, government assistance, and scholarships.
13. Provides follow-up, case management assistance and advocacy services.
14. Manages and maintains participant files, budgets, reporting, and other programmatic records.
15. Maintains electronic database, files, documents, surveys, and student records to meet grant objectives
16. Prepares reports and program budgets.
17. Manages the organization, development, and dissemination of newsletters, brochures, flyers, and related program materials
18. Provides coordination to achieve program goals and implement project work plans.
19. Participates in related trainings, meetings, conferences, and events.
20. Maintains a friendly, supportive atmosphere for students, staff, faculty, and the public.
21. Serve as a member of the Management Leadership Association.

22. Maintains an understanding of current ideas, research and practices pertaining to the areas of responsibility for this position, through continued study and participation in professional organizations.
23. Performs other duties, related to the position, as assigned.

EDUCATION: A bachelor's degree from an accredited institution is required.

EXPERIENCE: At least two years of closely related experience required. Experience with students, preferably as a teacher/trainer, counselor/educational advisor, economic development, career and technical education/ROP, grant manager, or program coordinator, is preferred.

LICENSES/CERTIFICATIONS: 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: The comprehensive community college mission, economic development, career & technical education, workforce training, and the federal workforce delivery systems. Microsoft office suites or equivalent.

ABILITY TO: Manage multiple projects simultaneously with timely execution. Display leadership skills; take directions; engage in creative problem solving; prioritizing; work independently within a multicultural environment; establish and maintain effective customer service towards all persons contacted; have organizational skills and initiative; communicate professionally and effectively both in writing and orally with diverse audiences.

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.

CONTACTS: Administrators, staff, faculty, community members, government agencies, and students.

WORKING CONDITIONS: Normal office environment with many off-site meetings.

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.