

**RIVERSIDE COMMUNITY COLLEGE DISTRICT  
CLASSIFIED POSITION DESCRIPTION**

**JOB TITLE:** Community Education Clerk

**BASIC FUNCTION:** Under the supervision of the area supervisor, processes student registrations; inputs computer data into system; coordinates, and assists presenters and outside contractors with classes; plans and schedules program facilities; designs marketing materials; acts as and primary receptionist and first responder for telephone. Trains and coordinates student workers; reports to the Community Education Supervisor.

**PROVIDES WORK OR LEAD DIRECTION TO:** Short-Term employee(s) and/or Work Study student(s).

**REPRESENTATIVE DUTIES:**

1. Receives and accounts for all registration monies.
2. Processes student refunds.
3. Responsible for related Community Education records.
4. Inputs program information from Community Education schedule and other related data into computer registration system.
5. Assists Presenters and outside contractors with coordinating programs, ordering materials and supplies, and providing enrollment information.
6. Plans and coordinates program facilities, including researching, requisitioning, and troubleshooting.
7. Assists Supervisor and Presenters in managing on-line classes.
8. Trains and directs student workers to assist customers.
9. Operates computers, copier, fax machine, and other office equipment.
10. Participates in District-provided in-service training programs.
11. Maintains a friendly, supportive atmosphere for students, staff, faculty, and the public.
12. Performs other duties, related to the position, as assigned.

**EDUCATION:** Graduation from high school or GED equivalent is required.

**EXPERIENCE:** Two years of closely related clerical work or college business courses is required. One year of community college related work experience is desired.

**LICENSES/CERTIFICATIONS:** None.

**KNOWLEDGE OF:** Modern office practices, procedures, and equipment and software applications.

**ABILITY TO:** Understand and follow oral and written directions; index and alphabetize accurately; keyboard at a speed of not less than 35 net words per minute; establish and maintain effective working relationships with other staff members and students.

**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:** Co-workers, outside contractors, students, student and hourly workers.

**WORKING CONDITIONS:** Normal office environment.

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.