JOB TITLE: District Placement Services Coordinator

BASIC FUNCTION: Under general supervision of the area Associate Vice Chancellor, performs District-wide and campus-specified duties to serve students through Matriculation and Placement services. Provides leadership and coordination with campus Placement Services Coordinators to evaluate, revise, maintain, and ensure integrity and continuity of District Placement Services.

PROVIDES WORK OR LEAD DIRECTION TO: Not applicable – no permanent full-time staff to supervise.

REPRESENTATIVE DUTIES:

1. Participates as District representative in departmental and inter-departmental meetings and functions to provide and receive updates and information.
2. Coordinates with campus Placement Coordinator to standardize placement procedures and provide orientation & training of new placement personnel.
3. Provides District technical support to ensure operation of all placement testing facilities both on and off campus (including high schools, Ben Clark, etc.)
4. Assists the Dean of Matriculation in a variety of District-level placement-related tasks such as: evaluation of placement standards, policies, and procedures; implementation of cut-score changes within scoring schemes; maintenance of integrity of District Matriculation MIS Data; and distribution of placement information to appropriate parties both within and outside the District.
5. Compiles information for the Dean of Matriculation to provide to the research staff to assist in biennial revalidation of cut-scores.
6. Maintains and troubleshoots the complex logic rules for computerized placement testing to comply with cut-scores and multiple measures criteria. Revises logic rule as needed after cut-score revalidation.
7. Acts as District liaison with Information Services to stay updated on changes in technology or information security which would affect Placement testing.
8. Manually inputs and/or performs batch upload procedures of various placement data into the student system.
9. Carries out post-processing maintenance/error checking of all uploaded District-wide placement data in the student system.
10. Maintains placement services' Web site information.
11. In compliance with FERPA regulations, responds to faculty/staff administrative requests for District and/or campus-specific placement statistics and information.
12. Acts as District liaison to College Board and RCC Student Financial Services for purposes of District Ability-to-Benefit reporting to the Federal Government.
13. Assists in budget development and monitoring.
14. Participates in state and national placement and matriculation programs, functions and conferences to provide and receive placement information and to maintain current state and federal regulations.
15. Coordinates and supervises the day-to-day operation of the Placement Center on the Riverside City Campus (College).
16. Advises and provides assistance to students in regards to placement-related issues, including helping students understand their placements, next steps, options, rights, and responsibilities.

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17. Inputs and updates changes to student Programs of Study and/or Educational Goals in Datatel using data from new student applications and SEPs.
18. With assistance an input from College (campus) Assessment Coordinators, edits and maintains Placement Testing Procedure Manual.
19. Travels to local high schools to administer RCC assessment test; coordinates with Outreach office to facilitate high school testing.
20. Participates in District-provided in-service training programs.
21. Maintains a friendly, supportive atmosphere for students, staff, faculty, and the public.
22. Performs other duties, related to the position, as assigned.

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

EXPERIENCE: Two years experience administering, configuring and troubleshooting online testing required.

LICENSES/CERTIFICATIONS REQUIRED: None.

KNOWLEDGE OF: PC-based word processing and spreadsheet programs, student records systems, student appointment systems, configuring of web browsers and troubleshooting Internet technical issues. Must have _advanced_ knowledge of typical PC-based Database programs and some programming knowledge such as the drafting of logic statements and/or programming with Visual Basic. Must also possess excellent customer service skills.

ABILITY TO: Maintain effective working relationships with other staff, faculty, and public.

CONTACTS: Staff, students, faculty, governmental agencies and the public.

WORKING CONDITIONS: Normal office environment.

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.

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.