

**RIVERSIDE COMMUNITY COLLEGE DISTRICT
CLASSIFIED POSITION DESCRIPTION**

JOB TITLE: Outreach/Passport to College Coordinator

BASIC FUNCTION: Under the supervision of the area Vice President, develops and implements a comprehensive outreach program to promote rationale and advantage of attending college.

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

REPRESENTATIVE DUTIES:

1. Coordinates the development and implementation of Outreach services between the District, outside agencies and six K-12 schools districts.
 - Serves as liaison for the college;
 - Communicates with contacts;
 - Determines dates, presentation times and scheduling of staff presenters;
 - Determines the services RCC can offer to community;
 - Creates/designs student classroom presentations; and
 - Creates/designs parent presentations.
2. Develops/creates presentations, materials, promotional items to market RCCD to underrepresented populations and the general public; researches statistics and articles; attends conferences and workshops; designs layouts, graphics media and print.
3. Determines departmental spending of allocated budgets for Riverside City College with Vice Chancellor's approval.
4. Hires and oversees hourly staff; creates work schedules for the hourly employees (up to 15 employees).
5. Provides training and assists in the supervision of the Outreach Staff Members at Riverside City College; oversees the handling of campus tours, Career/College Fairs and on-campus presentations; explains the vision and purposes of the department presentations; trains staff on presentation activities games, timelines and overheads; evaluates/critiques staff presentations during practice period and real presentations; provides feedback to Vice Chancellor about department staff.
6. Coordinates annual college events and activities (i.e., Days of the Tiger, HS Visitation Days, Convocation, Commencement and the Mayor's Event.
7. Serves on various District committees i.e., Strategic Planning, COTF, Convocation, Commencement, Homecoming, Scholarship.
8. Represents the District in collaborative partnerships (i.e., Youth Action Collaborative, Prime Time After-school Programs); commits to activities on the College's behalf; offers to co-sponsor activities and events; enhances the collaborative relationships.
9. Presents educational information updates to outside agencies (i.e., Chamber of Commerce and K-12 systems).
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: A bachelor's degree from an accredited institution is required. A master's degree from an accredited institution is desired.

EXPERIENCE: One year generally related experience in the community college and/or public school system is required.

LICENSES/CERTIFICATIONS: None.

KNOWLEDGE OF: Policies and procedures in higher education and K-12 education.

ABILITY TO: Understand, interpret and apply college policies, rules and regulations; use a computer; plan organize and implement outreach activities; understand oral and written instructions; direct college staff during outreach/college events; make public presentations about college; deal effectively with a diverse socio-ethnic college community; communicate in a friendly and helpful manner; establish and maintain effective relationships with students, faculty, staff and the community; to understand student needs and make appropriate referrals.

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: Six K-12 school districts: principals, counselors, teachers, staff; students and parents; RCCD district administrators, staff, students and parents; community partners.

PHYSICAL EFFORT: Requires the ability to exert some physical effort, such as walking, standing and light lifting; dexterity in the use of fingers, limbs and body in the operation of office equipment. Tasks require extended periods of time at a keyboard. Makes public speaking engagements with duration up to an hour and half at a time.

WORKING CONDITIONS: Normal office environment, K-12 classrooms, and outdoor venues.

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.