

**RIVERSIDE COMMUNITY COLLEGE DISTRICT
CLASSIFIED POSITION DESCRIPTION**

JOB TITLE: Outreach and Recruitment Services Specialist

BASIC FUNCTION: Under the supervision of the Associate Dean/Director, performs duties related to the development and implementation of a comprehensive outreach and recruitment program.

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

REPRESENTATIVE DUTIES:

1. Develops and implements outreach efforts to increase public awareness of the services offered by Workforce Preparation and Student Financial Service to at-risk, special populations. This responsibility includes marketing, designing, composing, editing, and proofreading marketing tools such as websites, newsletters, brochures, flyers, posters and letters for mass mailings and personal presentations throughout the community.
2. Performs a variety of duties including assisting students with financial aid questions and intake of financial aid verification documents; answering financial aid inquiries in person and via telephone; assists students to complete applications for state and federal financial assistance; and follows up with students to provide counsel with regard to meeting academic standards to be eligible for continuing financial aid.
3. Conducts research to determine community resources that can assist students in the Workforce Preparation Department; and the general student population.
4. Performs a variety of duties including mentoring students; interviewing students and reporting success stories; and assisting community partners with their outreach efforts.
5. Participates in a variety of District provided in-service training programs and staff meetings for Workforce Preparation and Student Financial Services
6. Participates in District-provided in-service training programs.
7. Maintains a friendly, supportive atmosphere for students, staff, faculty, and the public.
8. Performs other duties, related to the position, as assigned.

EDUCATION: Graduation from high school or GED equivalent is required. An associate degree from an accredited institution is desired.

EXPERIENCE: Two years of closely related experience in adult education, remedial programs, or welfare-to-work programs is required.

LICENSES/CERTIFICATIONS: None.

KNOWLEDGE OF: Policies and procedures in higher education.

ABILITY TO: Communicate effectively both orally and in print; apply college policies, rules and regulations; use a computer; understand oral and written instructions; establish and maintain effective working relationships with others.

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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, other departmental personnel, vendors, Community Partners, Board members of various community agencies, business, students, and the general public.

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.