

**RIVERSIDE COMMUNITY COLLEGE DISTRICT  
CLASSIFIED POSITION DESCRIPTION**

**JOB TITLE:** Placement Coordinator

**BASIC FUNCTION:** Under the supervision of the area Dean, provides leadership in the coordination of placement testing, implementation of alternative placement methods, and performs matriculation services which do not require the professional competencies of a credentialed counselor in the Assessment Center.

**PROVIDES WORK OR LEAD DIRECTION TO:** Under the direction of the area manager provides lead direction to Classified Staff and short-term employees and/or student workers.

**REPRESENTATIVE DUTIES:**

1. Monitors placement procedures to assure that they are compliant with Federal, state, district and campus regulations and policies.
2. Collaborates with Assessment Center leaders across the district to ensure consistency of placement procedures.
3. Collaborates with faculty and staff to implement and evaluate alternative placement methods such as the Early Assessment Program (EAP) and statewide efforts related common assessment.
4. Uses common software applications such as Excel and Access to prepare basic summary reports of data with percentages, averages, totals, etc. and collaborates with Institutional Effectiveness on other requested reports.
5. Collaborates with the area manager on hours of operation and staffing of student workers and other staff to ensure student access and needs are met.
6. May provide input for scheduling and staffing for administering Assessment Test at local high schools.
7. Through phone, e-mail and personal visits establishes and maintains relationships with local high school representatives to facilitate testing services.
8. Uses multiple media to advertise Assessment schedules and disseminate changes to Federal, state, district and campus regulation, policies and procedures.
9. Collaborates with other departments, on and off campus, in the administration of a variety of assessment tests on-campus and local high school sites.
10. Provides information to help students and families understand the placement process.
11. Collaborates with college departments and Institutional Research on the development, implementation, and evaluation of pilot projects, services, and programs as they relate to placement testing.
12. Works with Admissions & Records in the intake of dual enrollment students, including reviewing applications, high school transcripts and concurrent admissions test results.
13. Conducts general follow-up with students and parents via telephone and e-mail related to placement inquiries.
14. Collects, compiles, and reviews data for reports and presentations; provides meaningful interpretations of data and how it can be used to benefit students.
15. Collaborates with a variety of college support and academic services including such as Admissions & Records, Counseling, Disabled Student Services, EOP&S, Outreach, International Students, and Financial Aid to maximize resources and services to students.
16. Partners with Student Success and Support Program staff and faculty to ensure the smooth transition of students through the matriculation process.
17. Works extensively with electronic files, documents, student records and databases.
18. Familiarity with databases commonly used in the Assessment Center such as Colleague and SARS. Identifies issues or problems related to the databases and collaborates with IT to resolve issues.

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19. Maintains an understanding of current ideas, research, practices and Federal and state regulations related to placement testing through continued study and participation in professional organizations.
20. Assists the area dean with monitoring and preparing program budgets to effectively meet the operational needs of the center.
21. Provides assistance in a variety of outreach activities including presentations regarding programs and services, developing community relationships, developing flyers, newsletters and brochures, developing e-mail messages, and assisting in recruiting students from high schools.
22. Participates in District-provided in-service training programs.
23. Maintains a friendly, supportive atmosphere for students, staff, faculty, and the public.
24. Performs other duties, related to the position, as assigned.

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

**EXPERIENCE:** Minimum three years of experience in a community college system serving students in matriculation services and/or placement testing is required.

**LICENSES/CERTIFICATIONS:** None.

**KNOWLEDGE OF:** Federal, state, and local regulations related to placement services; assessment testing tools and processes; innovative, alternative placement services available for students; current ideas and practices related to placement testing; technological trends in student and placement services; matriculation policies and procedures in higher education; and presentation techniques to provide information to students, staff, parents, and community groups.

**ABILITY TO:** Understand, interpret and apply college policies, rules and regulations; prepare clear and concise reports related to student trends, needs, and activity; use a computer and other office equipment; understand oral and written instructions; deal effectively with a diverse college community; communicate in a friendly and helpful manner; maintain effective relationships with students, faculty, staff and the community; 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:** Co-workers, other departmental staff, students, parents, outside agencies, other school districts.

**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.