

**RIVERSIDE COMMUNITY COLLEGE DISTRICT
CLASSIFIED POSITION DESCRIPTION**

JOB TITLE: Assessment Specialist

BASIC FUNCTION: Under the supervision of the area Dean, coordinates assessment testing and performs matriculation services which do not require the professional competencies of a credentialed counselor.

PROVIDES WORK OR LEAD DIRECTION TO: Short-term employees and student workers.

REPRESENTATIVE DUTIES:

1. Collaborates with District Placement Services Coordinator to uphold Federal, state, district and campus regulations and policies. Works with district-wide Assessment leaders to assure consistency of Assessment procedures.
2. Uses statistical patterns, projected growth and the spirit of student access to plan hours of operation for the Assessment Center. Strategizes staffing hours for part-time classified and student worker staff.
3. Arranges scheduling and staffing for administering RCC's Assessment Test at local high schools. Through phone, e-mail and personal visits establishes and maintains relationships with local high school representatives to facilitate testing services.
4. Uses multiple media to advertise Assessment schedules and disseminate changes to Federal, state, district and campus regulation, policies and procedures.
5. Assists in administration of a variety of RCCD assessment tests on-campus and local high school sites; advises and provides assistance to students regarding queries and/or issues pertaining to assessment testing.
6. Assists and advises students as to their rights and responsibilities pertaining to Federal "Ability to Benefit" evaluation for Financial Aid.
7. Assists with intake of high school concurrent admissions students, including reviewing applications, high school transcripts and concurrent admissions test results.
8. Conducts general follow-up with to students and parents via telephone and e-mail related to inquiries received.
9. With guidance from the District Assessment Director/Coordinator, collects, compiles, and analyzes data for reports and presentations; provides meaningful interpretations of data and how it can be used to benefit students.
10. 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.
11. Works extensively with electronic files, documents, student records and databases.
12. Provides work direction to student and hourly workers.
13. Attends Assessment, Matriculation and Student Services meetings and workshops.
14. Provides minimal assistance with 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.
15. Participates in District-provided in-service training programs.
16. Maintains a friendly, supportive atmosphere for students, staff, faculty, and the public.
17. Performs other duties, related to the position, as assigned.

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

04/01/09

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

LICENSES/CERTIFICATIONS: None.

KNOWLEDGE OF: Policies and procedures in higher education, programs available for students, and matriculation requirements.

ABILITY TO: Understand, interpret and apply college policies, rules and regulations; use a computer; understand oral and written instructions; deal effectively with a diverse socio-ethnic 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.