

**RIVERSIDE COMMUNITY COLLEGE DISTRICT
CLASSIFIED POSITION DESCRIPTION**

JOB TITLE: Cosmetology Operations Assistant

BASIC FUNCTION: Under the supervision of the Vice President of Career and Technical Programs, performs receptionist-cashier duties, State Board registration, clerical and other related duties as assigned pertaining to the school of Cosmetology and related work as required.

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

REPRESENTATIVE DUTIES:

1. Set up student accounts and tracking in department program.
2. Distribution, classification and data entry of client records
3. Conducts all State Board of Cosmetology registrar business such as student enrollment, completions POT, pre-apply, and withdrawal papers, etc.
4. Processes student applications for State examinations and remedial courses.
5. Performs timekeeping and audit procedures, maintains student timecards for State Board inspections. Stores all student legal documents for one year and continues to hold State Board required proof of training for five years and continues to maintain each semester's files.
6. Interfaces with the public via e-mail, in person and by phone, internal and external correspondence, including documenting appointments.
7. Receives incoming calls and email; maintains appointment books.
8. Receives cash from patrons and balances the register.
9. Supervision of lab activities and cleanup as required.
10. Gives information regarding Cosmetology day and extended day programs.
11. Coordinates job placement of students with beauty salon owners or managers. Coordinates career fairs.
12. Conducts follow up of graduates.
13. Issues and maintains a computerized log of cosmetology lockers to students.
14. Creates and maintains simple spreadsheets and word documents.
15. Dispenses lab supplies and small equipment as required.
16. Participates in District-provided in-service training programs.
17. Maintains a friendly, supportive atmosphere for students, staff, faculty, and the public.
18. Performs other duties, related to the position, as assigned.

EDUCATION: Graduation from high school or equivalent is required.

EXPERIENCE: At least two years of clerical work experience or business training is required.

LICENSES/CERTIFICATIONS: A Cosmetology license.

KNOWLEDGE OF: State Board of Cosmetology (California) procedures is desired.

ABILITY TO: operate a cash register, manipulate and create excel and word documents; work with figures; get along with people; deal professionally with difficult people; work well under pressure; organize and plan the

workload; keyboard at an acceptable rate of speed; maintain a professional telephone voice; establish and maintain an effective working relationship with others. Successful candidate must have good personal grooming, positive attitude, and a pleasant manner.

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, students, outside beauty salons and the public.

WORKING CONDITIONS: Normal salon 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.