

**RIVERSIDE COMMUNITY COLLEGE DISTRICT  
CLASSIFIED POSITION DESCRIPTION**

**JOB TITLE:** Economic Development Assistant

**BASIC FUNCTION:** Under the supervision of the area Dean, coordinates and performs duties ranging from basic clerical to secretarial tasks, including duties requiring independent judgment and action.

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

**REPRESENTATIVE DUTIES:**

1. Coordinates communication and activities with other instructional departments, District personnel, student business leaders, trainers, and the public; answers questions and resolves issues as appropriate; establishes and maintains staff and public relations.
2. Assists in developing customized training proposals, training budgets, and intent-to-hires and training materials.
3. Logs payroll time sheets and maintains records of training hours and absences of full-time, hourly, trainers, classified staff and students.
4. Prepares requisitions and work orders for equipment repair; inventories materials and supplies according to established procedures.
5. Prepares and maintains a variety of records, lists and files related to department operations and activities, including budget and financial records.
6. Acts as liaison between students, staff, Dean, community members, business leaders and trainers.
7. Assists the Dean in providing quality training and work environment services to local business and industry.
8. Assists grant projects in the development of quarterly and year-end reports as well as yearly grant submissions.
9. Composes correspondence on a variety of departmental matters; prepares minutes from handwritten drafts and notes.
10. Assists in the development of marketing materials for Business, Information Systems and Economic Development programs.
11. Schedules facilities and food service for customized training contracts, industry breakfasts and other Economic Development events.
12. Schedules and maintains a master calendar of training contracts, Business, Information Systems and Economic Development unit events and seminars, and work with grant projects to ensure that programs do not overlap.
13. Maintains the Business, Information Systems and Economic Development master mailing list; works with grant projects to develop marketing brochures and letters which are distributed to local business and industry.
14. Assists the Dean in the development of the Economic Development Update and the bi-monthly Solutions for Business and Industry newsletter.
15. Screens visitors, telephone calls, and mail, and as necessary, provides information involving judgment and interpretation of policies, procedures and regulations.

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 GED equivalent is required.

**EXPERIENCE:** Four years of directly related responsible clerical work, including two years in a secretarial capacity is required.

**LICENSES/CERTIFICATIONS:** None.

**KNOWLEDGE OF:** Modern office practices and procedures.

**ABILITY TO:** Use a computer, including Microsoft Word, Excel and PowerPoint; interpret and explain rules and policies; prepare and edit reports and other materials; compose letters independently; interview and communicate effectively with officials, trainers, business leaders, employees, students and the community; compile and maintain accurate and complete records and reports; keyboard at a speed of not less than 50 net words per minute; establish and maintain an effective relationship with others.

**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, students, business leaders, and community members.

**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.