

**RIVERSIDE COMMUNITY COLLEGE DISTRICT
CLASSIFIED POSITION DESCRIPTION**

JOB TITLE: STEM Student Success Center (SSSC) Coordinator

BASIC FUNCTION: Under the direction of the area Dean and/or STEM Project Director, provides coordination of the SSSC projects related to development, enhancement, implementation, documentation, and training for existing and proposed SSSC STEM programs. Responsible for the coordination of the day to day SSSC operations, events, and activities. Works with STEM faculty and staff. Acts as liaison between the College and other educational institutions (K-12, colleges, and universities) and/or industry professionals, and enhances services to the SSSC and its participants. Coordinates STEM Mobile Innovation Center program development and implementation; grant compliance; performance review and generation of reports; maintains all required STEM Title IV outcomes data; records; and required documentation. Assists in completing required Annual Performance Reports.

PROVIDES WORK OR LEAD DIRECTION TO: Under the direction of the area manager provides lead direction to Classified staff, Short-Term employee(s) and/or Work Study student(s)

REPRESENTATIVE DUTIES:

1. Coordinates and organizes day to day operations of the SSSC including assistance with grants, STEM projects and activities, supplemental instruction programs, and other forms of STEM instructional and student support services.
2. Develops, coordinates, and implements SSSC field trips, Academies, summer programs, and STEM Mobile Innovation Center 9th – 12th grade academic activities.
3. Provides SSSC educational materials, publications, and website content including brochures, flyers, and newsletters to be disseminated to RCCD personnel, community, and local school districts.
4. Maintains electronic database, files, documents, and required grant reporting records.
5. Schedules and maintains master calendar for SSSC including the STEM Mobile Innovation Center.
6. Assists in developing surveys, other assessment measures, and coordinates with the department's Outcomes Assessment Specialist.
7. Maintains an understanding of current STEM ideas, research, and practices pertaining to the areas of responsibility, including but not limited to learning resources.
8. Collaborates with faculty and staff to carry out the initiatives and projects of the SSSC.
9. Under the direction of the area manager assigns the workload of permanent and hourly staff for the day to day operations the SSSC.
10. Coordinates communications and workflow between various SSSC staff shifts. Insures attendance reports and time sheets are completed accurately.
11. Assists with the development of STEM Advisory Boards and their members. Assists in recruitment, planning, and coordination of STEM Advisory Board meetings.
12. Drives STEM Mobile Innovation Center (38' Coach) to local STEM activity sites and events.
13. Participates in the interviewing component of the hiring and provides lead direction of Title III/STEM grant positions.
14. Schedules and participates in monthly meetings with key STEM personnel.
15. Identifies resource needs and reviews them with appropriate management staff.
16. Performs other duties, related to the position, as assigned.

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

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EXPERIENCE: Coordination of instructional and/or Student Support Services.

LICENSES/CERTIFICATIONS: Must have valid state issued Class C driver's license.

KNOWLEDGE OF: Grants, Microsoft Office software, fiscal systems, college academic policies and procedures. Contemporary customer service principles and practices; college admissions applications; marketing and event promotion methods; modern office equipment, practices, and software; file, records and report management techniques.

ABILITY TO: Relate well and work effectively with students, faculty, staff, and business and industry representatives of diverse backgrounds; demonstrated ability to work effectively in a participatory manner with all segments of the college community and community at large; lead, implement and facilitate changes; communicate effectively and persuasively orally, in writing, and using technology. Innovate in planning, developing, and supporting quality instructional and student services program. A commitment and sensitivity to, and respect for the diverse academic, socio-economic, ethnic, gender, cultural, disability, religious background, and sexual orientation of community college students, faculty, and staff as well as commitment to integrating diversity in the College's STEM programs. A heightened sense of integrity, high energy, devotion to collegiality and civility as the accepted mode of discourse, and an exceptional level of creativity and initiative.

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: Administrators, faculty, staff, students, general public, vendors, K-12 institutions, and other community colleges and universities.

PHYSICAL EFFORT: Lifting and moving of equipment may be required. Any heavy lifting will require a minimum of 2 people to lift.

WORKING CONDITIONS: 70% normal office environment; 30% in the field (STEM Mobile Innovation Center).

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.