

**RIVERSIDE COMMUNITY COLLEGE DISTRICT
CLASSIFIED POSITION**

JOB TITLE: Business Development Assistant

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

PROVIDES WORK OR LEAD DIRECTION TO: Short-Term employee(s) and/or Work Study student(s).

REPRESENTATIVE DUTIES:

1. Coordinates communication and activities with business, industry, District personnel, trainers, government officials, faculty, and the public on the telephone and in person; 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. Prepares requisitions and work orders for equipment repair; inventories materials and supplies according to established procedures.
4. Works with local businesses involved in Employment Training Panel funding to ensure that employees complete modules and appropriate paperwork.
5. Schedules facilities, both at companies and off-site locations, to ensure that proper equipment and training environment is available to ensure training transfer of skills.
6. Assists the Director to work with regional collaborative to ensure that businesses are aware of opportunities available to local entities.
7. Composes correspondence on a variety of departmental matters; types minutes from handwritten drafts and notes.
8. Assists in working with business and industry to determine their workforce development and/or training needs.
9. Assists in developing an atmosphere where quality training and employee performance programs are a key component in business development.
10. Assists in developing new grant projects and works to build collaborative relationships with local economic and business development agencies.
11. Acts as a liaison between training participants, businesses, RCC staff, and community members.
12. Assists the Director in providing quality training and employee performance programs to local business and industry.
13. Screens visitors, telephone calls and mail, and as necessary provides information involving judgment and interpretation of policies, procedures, and regulations.
14. Participates in District-provided in-service training programs.
15. Maintains a friendly, supportive atmosphere for students, staff, faculty, and the public.
16. Performs other duties, related to the position, as assigned.

EDUCATION: Graduation from high school or GED equivalent.

EXPERIENCE: Four years of responsible clerical work, including two years in a secretarial capacity.

LICENSES/CERTIFICATIONS REQUIRED: None.

KNOWLEDGE OF: Modern office practices and procedures.

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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 effective relationships with others.

CONTACTS: Staff, faculty, government officials, vendors and the public.

WORKING CONDITIONS: Normal office environment.

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.

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.