

RIVERSIDE COMMUNITY COLLEGE DISTRICT
CLASSIFIED POSITION DESCRIPTION

JOB TITLE: Journalism Program Support Specialist

BASIC FUNCTION: Under the supervision of the area Dean/Vice President, assists in the Journalism program by maintaining the computer lab, including software and hardware; maintaining the photography equipment; assist in the production, circulation, and filing of the student newspaper, Viewpoints; assist in the production of the student internet newspaper, Viewpoints Online; assist the Journalism faculty in photocopying, scanning, and filing of newspapers, texts and files.

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

DUTIES SPECIFIC TO POSITION:

1. Assist students in the publication of the student newspaper, including page layout, pagination, graphics, digital scanning, advertising, and Internet publishing.
2. Participates with student advertising manager in advertising design, electronic layout and client billing.
3. Organize student-generated art and stories for paper in collaboration with student editor and faculty adviser.
4. Collaborate with student editor in delegating copyediting, layout and pagination assignments to student staff.
5. Assist student staff with graphic design, layout, editing needs and electronic production.
6. Assist students in online publishing.
7. Provide tutoring and mentoring of student staff, both individually and in small groups, on the skills and technology associated with the newspaper.
8. Maintain oversight on pre-press printer packages with completed paginated pages, page proofs, and instructions.
9. Daily monitoring of desktops and peripherals and informs faculty adviser of high-level maintenance needs and repairs
10. Troubleshoot basic problems with computer hardware and software, and camera hardware and reports problems as necessary.
11. Maintain inventory of supplies and order supplies when needed.
12. Greets visitors, answers phone calls, and performs general clerical work.
13. Participates in District-provided in-service training programs.
14. Maintains a friendly, supportive atmosphere for students, staff, faculty, and the public.
15. Performs other duties, related to the position, as assigned.

EDUCATION: Completion of two years at an accredited college or equivalent, with an emphasis in Journalism, Mass Communication, or the equivalent.

EXPERIENCE: A minimum of one year working knowledge of newspaper production.

KNOWLEDGE OF: Newspaper production, including copyediting, page layout, and graphics; computer skills necessary for newspaper production.

ABILITY TO: Work collaboratively with students, faculty and staff members; provide tutoring and mentoring to student staff of the newspaper.

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.

PHYSICAL EFFORT: Requires the ability to exert some physical effort, such as walking, standing and light lifting; dexterity in the use of fingers, limbs and body in the operations of office equipment.

WORKING CONDITIONS: Must be able to assist students in meeting deadlines for publication of newspapers; 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.