

**RIVERSIDE COMMUNITY COLLEGE DISTRICT  
CLASSIFIED POSITION DESCRIPTION**

**JOB TITLE:** Outreach/Middle College High School Coordinator

**BASIC FUNCTION:** Under the supervision of the area Director, develops and implements a comprehensive outreach program and coordinates the programmatic elements of the Vista del Lago Middle College High School.

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

**REPRESENTATIVE DUTIES:**

1. Assists in the development and implementation of outreach programs and services for the Middle College High School.
2. Assists in the coordination and participation of local school college nights, career fairs, or other community activities.
3. Coordinates the programmatic elements of the Vista del Lago Middle College High School.
4. Provides training and assists in the supervision of the outreach staff members.
5. Assists in developing educational materials, publications, web sites and other technologically advanced materials.
6. Develops and maintains a data base on high school students and community contacts and provides inquiry follow-up services.
7. Assists in the organization of assessment testing on high school and community sites.
8. Assists in the development of programs and outreach services to recruit and retain underrepresented students.
9. Participates in District-provided in-service training programs.
10. Maintains a friendly, supportive atmosphere for students, staff, faculty, and the public.
11. Performs other duties, related to the position, as assigned.

**EDUCATION:** A bachelor's degree from an accredited institution is required. A master's degree from an accredited institution is desired.

**EXPERIENCE:** At least one year of community college and/or a K-12 system is required.

**LICENSES/CERTIFICATIONS:** None.

**KNOWLEDGE OF:** Policies and procedures in higher education; policies and procedures in K-12 education.

**ABILITY TO:** Understand, interpret, and apply college policies, rules, and regulations; use a computer; plan and implement outreach activities; understand oral and written instructions; deal effectively with a diverse socio-ethnic college community; communicate in a friendly and helpful manner; establish and maintain effective relationships with students, faculty, staff and the community; to understand student needs and make appropriate referrals.

**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:**

**WORKING CONDITIONS:**

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.