

**RIVERSIDE COMMUNITY COLLEGE DISTRICT  
CLASSIFIED POSITION DESCRIPTION**

**JOB TITLE:** Outreach Specialist

**BASIC FUNCTION:** Under the supervision of the area Vice President/Dean/Director, assists in the development, coordination, and implementation of outreach programs; serves as a liaison between the College and the community to provide up-to-date information pertaining to the College's programs and services; facilitate outreach workshops; hosts community and K-12 activities; provides campus tours for the development and implementation of a comprehensive outreach program as well as the operation of the Summer Advantage Program.

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

**REPRESENTATIVE DUTIES:**

1. Directs and coordinates work activities of student ambassadors, student and hourly workers.
2. Assists with High School Assessment, matriculation, academic achievement, Title V program, and the Summer Advantage Student Ambassador Programs.
3. Facilitates outreach informational workshops and serves as a liaison between the College and high schools and the community.
4. Assists in the development, coordination, and implementation of outreach programs and services for elementary, middle, high school, adult schools and the community at large.
5. Provides responses to inquiries from students, parents, high schools, community organizations, and the general public.
6. Participates on a variety of campus committees.
7. Hosts community group visitations and tours.
8. Prepares and conducts outreach workshops and presentations.
9. Participates in College and career fairs, high school visitations, parent nights, community events, and counselor retreats; provides assistance to campus departments.
10. Monitors the department budget as directed and processes timesheets, requisitions and mileage/travel requests to ensure payment.
11. Develops and maintain student database for recruitment purposes.
12. Assists with and proctors high school assessment tests.
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:** An associate degree from an accredited institution is required. Additional qualifying experience may be substituted for the associate's degree on a year for year basis with one year of full time experience equaling 30 semester units of college.

**EXPERIENCE:** Two years closely related experience in the community college and/or in the public school system is required.

**LICENSES/CERTIFICATIONS:** None.

09-01-09; Minor Revisions 9/14

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

**ABILITY TO:** Understand, interpret, and apply college policies, rules and regulations; use a computer; 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; 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:** Co-workers, faculty, students, administrators, other departmental personnel, parents, K-12 Partners, high schools, community organizations, and the general public.

**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.