JOB ANNOUNCEMENT

<table>
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<tr>
<th>Job Title</th>
<th>Foundation Assistant</th>
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<tr>
<td>Work Hours</td>
<td>Part-time employment</td>
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<td>8:00 a.m. – 12:00 p.m. or any mutually agreed upon hours Monday – Friday.</td>
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<td>Compensation</td>
<td>$15.00 per hour</td>
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<td>Minimum Qualifications</td>
<td>Two (2) years work experience in a similar clerical or front office position.</td>
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<td>Minimum Education</td>
<td>High school degree or GED equivalent.</td>
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<td>Minimum Field of Expertise</td>
<td>Office management and administrative support for an educational institution, nonprofit organization, or similar organization.</td>
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<td>Location</td>
<td>Rio Hondo College Foundation</td>
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<td>3600 Workman Mill Road</td>
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<td>Whittier, CA 90601</td>
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Position Overview

Under the supervision of the Executive Director and Director of Development, the Foundation Assistant will provide administrative support functions and activities for Rio Hondo College Foundation. The successful candidate will have strong administrative, organizational, and computer skills. Additionally, the successful candidate will have excellent interpersonal skills and will be capable of working in a fast-paced environment. The candidate will work with minimal supervision on tasks which may involve independent judgments in the interpretation, application, or modification of existing procedures and methods in performing the various responsibilities as outlined below.
DUTIES AND RESPONSIBILITIES

- Receive, process, and track expenditures and deposits. Generate appropriate receipt and acknowledgements and keep accurate reporting.

- Facilitate donor gift tracking and thank you process including database entry, donor files, and acknowledgments.

- Support the Scholarship Program process helping with the clerical and operational aspects working with students, check disbursement, and scholarship awards.

- Support the clerical and operational aspects of Foundation special events.

- Supervise assigned student worker(s) and other volunteers. Administer student worker scope of work and delegate tasks as appropriate.

- Oversee and perform a variety of clerical duties necessary for the successful daily operation of the Foundation. Greet and serve faculty, staff and students in the Foundation office by providing information regarding programs, procedures, and activities.

- Performs other related duties as assigned or requested. The Foundation reserves the right to add or change duties at any time.

*The Foundation Assistant position is contingent upon available funding*

To apply: Send cover letter and resume to foundation@riohondo.edu.

Applications will be accepted through Friday, February 17, 2017 or until the position is filled. No phone calls, please.