

# FEATHER RIVER COMMUNITY COLLEGE DISTRICT

570 Golden Eagle Ave., Quincy CA 95971

(530) 283-0202, ext. 257

www.frc.edu

## INSTRUCTIONAL ASSISTANT – Environmental Studies

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### DEFINITION:

Under general supervision of the Chief Instructional Officer and in cooperation with program faculty and the Forest Health and Fuels Coordinator, provide instructional and student assistance, facilitate the day-to-day program operations, assist in the development of instructional and promotional materials, recruit prospective students with specific effort placed on facilitating outreach to traditionally underserved populations, assist with management of program equipment, provide support for various activities related to the Environmental Studies Program with special focus on activities related to forestry, fire, and environmental restoration and to perform related duties as assigned.

### DISTINGUISHING CHARACTERISTICS:

This position assists students, faculty, and staff in the Environmental Studies Program by providing the assistance necessary to maintain a safe and productive educational environment.

### CLASSIFICATION:

- FTE: 1.0 (40 hours per week) / 10 months
- FLSA Hourly
- Classified – CSEA
- Date Modified: March 2023
- Categorical (grant) funded – continued employment contingent on continued funding

**ESSENTIAL DUTIES:** The following duties are typical of those performed by employees in this job title; however, employees may perform other related duties, and not all duties listed are necessarily performed by each employee in the job title.

Coordinates recruiting for the Environmental Studies Program: assisting with website development, management, and social media accounts including developing packets, advertisements, mailings, setting up and giving tours, attending on and off campus

recruiting events, helping students find housing, and guiding prospective students through registration

Provides individual and group instructional assistance to students in the Environmental Studies Program, with an emphasis on activities related to, forestry, fire, and fuels management, restoration, and watershed science

Establishes and maintains effective working relationships with faculty, staff, and students, including individuals with varying learning, physical and behavioral abilities

Assists program faculty in setting up field activities, classes, and trainings, and classroom teaching materials

Assists program faculty and staff in organizing and maintaining teaching equipment

Assists Forest Health and Fuels Coordinator in developing and hosting fuels reduction and prescribed fire training events

Assists faculty in facilitating extracurricular student activities, e.g., student clubs

Coordinates outreach with local high schools, tribal entities, veterans' services groups, and other traditionally underserved populations, etc. to help build pipelines for student training and employment

Provides and relays information and maintains contact with a variety of college departments, external agencies, and local and regional partners and employers

Assists with program APR, CPRs, and other program-wide reporting and monitoring

Assists in development and tracking of restricted, unrestricted, and foundation budgets

May assist in directing the work of short-term employees and supervising student employees

#### Knowledge of:

- Forest and watershed management concepts
- Effective communication and teaching techniques
- Effective marketing, outreach, and recruitment techniques
- Appropriate safety and risk management planning, implementation, and protocols in field settings

#### Skill in:

- Effective communication, both oral and written
- Effective communication with college students
- Establishing and maintaining effective working relationships with fellow staff and faculty members
- Innovative and effective marketing, recruiting and outreach techniques, including photography, videography, graphic design, and digital fluency
- Website maintenance and social media use
- Operating standard computer software platforms such as: Microsoft and Google Suite, mapping software, etc.
- Forestry, watershed, and environmental management techniques
- Preparing and maintaining a variety of records, forms, and reports
- Managing or assisting in management of student learning and extracurricular activities. e.g., student clubs

## **MINIMUM QUALIFICATIONS:**

- Associate's Degree in any discipline **OR** one year of work experience
- Possess or be able to obtain, and maintain a valid driver's license and have a satisfactory driving record

## **DESIRABLE QUALIFICATIONS:**

- Experience in recruiting, outreach, and marketing
- Experience and skills in web page, social media, and other virtual resources management
- Experience communicating and/or collaborating with industry partners and nonprofit foundations
- Experience working with underserved communities, including but not limited tribal groups and veterans' groups
- Experience working in the forestry, fuels and fire, restoration, watershed management or another similar industry
- Experience maintaining and managing field equipment
- Bachelor's Degree in Forest or Landscape Management, and/or Environmental Studies, or equivalent
- Ability to participate in finding, writing, and managing grants, including reporting
- Ability to gain NWCG certifications, such as those equivalent to holding "red card" for basic wildland firefighter training
- Community College experience and/or experience and skills in working with college students

**PHYSICAL CHARACTERISTICS:** The physical abilities involved in the performance of essential duties are:

- Vision to read and review student work and other academic materials as well as to view develop media and work on program website
- Hearing and speech to understand and respond to questions and provide instructions and lead group instructional sessions and activities
- Ability to walk outside on uneven ground carrying heavy equipment, up to 50 lbs
- Ability to work outside in hot, uncomfortable, and smoky conditions for extended periods of time

This work is performed in a classroom, office, and outside learning setting in various weather conditions.