

RIVERSIDE COMMUNITY COLLEGE DISTRICT

NON-CLASSIFIED SHORT-TERM AND SUBSTITUTE TEMPORARY POSITION DESCRIPTION

POSITION TITLE: Academy Coordinator

DEPARTMENT/LOCATION: Moreno Valley College, Norco College, and Riverside City College

BASIC FUNCTIONS: Under the supervision of the area director/supervisor, coordinates activities in a short-term or temporary program to support student learning outcomes.

REPRESENTATIVE DUTIES:

1. Coordinates and assists with academy and program activities.
2. Assists faculty, staff, and managers in program activities.
3. Coordinates the work of temporary staff assigned as program participants, including role players and/or temporary staff assigned to act or perform in assigned scenarios.
4. Performs other duties, related to the position, as assigned.

QUALIFICATIONS:

High school diploma and relevant program experience; depending on assignment and program requirements, some employees must be a minimum of 18 years of age at the time of hire.

HOURS/DAYS: A Non-Classified Short-Term Employee is a temporary employee, exempt from the classified service, hired to perform a service that is not needed on a continuing basis and is **limited** to 160 days per fiscal year. The department budget may further limit these days.

A Non-Classified Substitute Employee is a temporary employee, exempt from the classified service, hired to replace a classified employee who is temporarily absent from duty. Employment is **limited** to 160 days per fiscal year. The department budget may further limit these days.

A temporary employee can work 8 hours per day, 40 hours per week. If a temporary employee works 1 hour per day, it counts as one day towards the 160-day limit per fiscal year. Temporary employees are not exempt from overtime provisions and are entitled to overtime pay for overtime hours worked.

No temporary employee may begin to work without the authorization of Human Resources & Employee Relations.

The work location and assignment within the job classification is determined by the District and may be subject to change.

All offers of employment will be contingent upon the availability of funds and approval by the Board of Trustees.

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.