

**RIVERSIDE COMMUNITY COLLEGE DISTRICT
NON-CLASSIFIED SHORT-TERM AND SUBSTITUTE
TEMPORARY POSITION DESCRIPTION**

POSITION TITLE: Business Technical Assistant

DEPARTMENT/LOCATION: Office of Economic Development/International Students and Programs

BASIC FUNCTIONS: Under the supervision of the the Center Director, the employee will develop and design database to track and record client outcomes relating to business services delivered, including the maintenance of client records, archives of activities and backing up systems in preparation for audits. Additionally, the employee will contribute to the development of marketing materials, special events and projects, and promote the project/center through the use of social media, webinars and other e-channels.

REPRESENTATIVE DUTIES:

1. Design database and reports.
2. Maintain client data/consolidate and integrate records.
3. Design system to track and record outcomes.
4. Promote the center through digital marketing campaigns.
5. Collect and analyze data to generate reports for audits and archives.
6. Conduct surveys, compile and record results to support organization's reporting requirements.

QUALIFICATIONS: High school diploma with at least two years of experience in the field of business administration, technology commercialization, marketing, entrepreneurship and finance. Associate's degree is desired.

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.

RATE OF PAY: \$24.00/hr

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 Diversity and Human Resources.

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.

09/08/14