

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

POSITION TITLE: Copy Editor

DEPARTMENT/LOCATION: Educational Services/District

BASIC FUNCTIONS: Working under the direction of the Associate Vice Chancellor, the Copy Editor is responsible for ensuring that documents are well written, grammatically correct, maintaining consistency in formatting and maintaining integrity of the document.

REPRESENTATIVE DUTIES:

1. Review and edit content of documents.
2. Review documents for editorial and grammatical correctness.
3. Ensure format consistency.
4. Check tables and references for accuracy.

QUALIFICATIONS: Excellent writing and editing skills. An eye for detail. Must be competent in Microsoft Word and Excel. Strong organizational and interpersonal skills and English-language skills are essential.

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.

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.