

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

POSITION TITLE: Diversity, Equity and Compliance Intern

DEPARTMENT/LOCATION: Diversity & Human Resources/Diversity, Equity and Compliance (DEC)

BASIC FUNCTIONS: The Diversity, Equity and Compliance Intern will be assisting with data collection, data entry, and data analysis in the development of DEC programs.

REPRESENTATIVE DUTIES:

1. Collects, summarizes information and statistics on programs from various sources.
2. Assists in the development of marketing tools.
3. Conducts surveys and performs research regarding policies, procedures, and programs.
4. Inputs data into spreadsheets and/or databases.
5. May assist with general office duties.
6. Assists the DHR Analyst as needed.

QUALIFICATIONS: Current enrollment in, or completion of a Bachelor's degree in business administration or a related field, from an accredited educational institution.

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 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.