

RIVERSIDE COMMUNITY COLLEGE DISTRICT

NON-CLASSIFIED SHORT-TERM AND SUBSTITUTE TEMPORARY POSITION DESCRIPTION

POSITION TITLE: Educational Assistant

DEPARTMENT/LOCATION: Various departments; Moreno Valley College, Norco College, Riverside City College

BASIC FUNCTIONS: The Educational Assistant reports to the Assistant Department Chair. Responsibilities include Game Web Site development and maintenance, coordination of marketing efforts, including high school visitations, assistance with lab organizations, and other duties.

REPRESENTATIVE DUTIES:

1. Gather student work and format for placement in Game Art website.
2. Coordinate on design sessions for website.
3. Research Flash scripting methods for use in Game Art website.
4. Create web pages; test and debugs.
5. Coordinate and publish new web pages; update website with current schedule information.
6. Prepare the labs for high school visitations.
7. Present at high school visitations.
8. Create forms for organizing the Game Lab (inventory, check in/out sheets, key for PC games)
9. Duplicate original CDs for PC games and organize Game Lab cabinet.
10. Other duties as assigned.

QUALIFICATIONS:

Must be a current Riverside Community College District student. Experience with web design, programming, and MS Office; including databases and spreadsheets.

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.