

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

POSITION TITLE: EXECUTIVE ASSISTANT

DEPARTMENT/LOCATION: FINANCE DEPARTMENT

BASIC FUNCTION: This position will be responsible for the logistic and staff support needed to perform executive assistant level work and for coordinating and facilitating conferences.

REPRESENTATIVE DUTIES:

1. Assists with office coverage, as needed.
2. Assists with preparing contract transmittals.
3. Organize conference and workshops as necessary which may include – organizing conference committee, develop conference material, receive and organize conference registrations, reserve location for conference, coordinate conference volunteers and provide overall logistical support in organizing the conference.
4. Provides feedback to departments related to finance function matters on a variety of topics.
5. Keeps abreast of department's policies and procedures.
6. Process requisitions for payment using internal system.
7. Process footprint networking and facilities requests.
8. Process necessary internal documents for travel.
9. Process documentation utilizing paperless environment with Adobe Acrobat.
10. Gathers documentation needed for subpoena's from various departments.
11. Makes travel arrangements for staff as necessary.
12. Maintains outlook calendar.
13. Performs other miscellaneous duties as required in support of permanent staff.

QUALIFICATIONS: Graduation from high school is required. College education preferred. A minimum of at least two years experience working as an executive administrative assistant. Experience with Microsoft Office Suite (Word, Excel, Access, Power Point) including Sharepoint. Must be proficient in Adobe Acrobat, Outlook, Footprints, Resource 25 and Galaxy.

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.