

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

**POSITION TITLE:** Grant Analyst

**DEPARTMENT/LOCATION:** Economic Development – Center for International Trade Development

**BASIC FUNCTIONS:** Responsible for assembling and distributing project marketing materials, capturing and organizing data and generating reports as needed to facilitate grant goals and objectives

**REPRESENTATIVE DUTIES:**

1. Maintains data collection system to support project, including compilation of data for required reports.
2. Coordinates the sharing of project data amongst various users and ensures accuracy.
3. Drafts marketing collateral to support project activities.
4. Publishes marketing collateral in multiple modes and formats.
5. Responds to customer inquiries and routes requests to appropriate resource.

**QUALIFICATIONS:** College education required. Experience in developing and producing marketing materials used in business-to-business and government/education-to-business environments. Strong analytical and critical thinking skills. Excellent command of Microsoft and Adobe office software, and web-publishing. Experience in data management. Understanding/exposure to global business environment.

**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.

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.

August 2012