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

POSITION TITLE: Grant Project Technician

DEPARTMENT/LOCATION: CTE Projects Office/Rubidoux Annex

BASIC FUNCTIONS: The grant project technician will design a new Access database for use by the CTE Projects staff that integrates data from a variety of existing spreadsheets and databases currently being used for grant projects.

REPRESENTATIVE DUTIES:

1. Work with staff to develop parameters for the design of an integrated database using Microsoft Access.
2. Create the database structure and import existing records into the database.
3. Create standard queries, forms and reports.
4. Test output to ensure accuracy and functionality.
5. Train staff in the use and maintenance of the database.

QUALIFICATIONS: Expertise in the design and utilization of Access databases.

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.