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

POSITION TITLE: Grant Project Technician

DEPARTMENT/LOCATION: STEM Center/Norco College

BASIC FUNCTIONS: The grant project technician will design databases for use by the STEM Project staff and integrate data from new and existing spreadsheets currently being used for grant projects. Technician will organize databases and STEM activity documentation for purposes of filing and storage.

REPRESENTATIVE DUTIES:

1.   Work with staff to develop parameters for the design and maintenance of activity databases.
2.   Collect documentation and reports to create database structure.
3.   Import existing records and documentation into manageable system for accessing.
4.   Create standard queries, forms and reports for project activities.
5.   Record and input data through observation and instruction.
6.   Record Supplemental Instruction data.
7.   Test output to ensure accuracy and functionality of newly created systems and databases.
8.   Train staff in the use and maintenance of new databases.
9.   Organize and maintain activity records and files using access.
10.   Other duties as assigned.

QUALIFICATIONS: Expertise in the design and utilization of excel and access databases. Data observation, recording and entry.

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.

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.