

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

POSITION TITLE: Grant Project Educational Trainer

DEPARTMENT/LOCATION: Moreno Valley College, Norco College, and Riverside City College

BASIC FUNCTIONS: Under the general supervision of the assigned administrator, aids students within grant funded programs by providing weekly review sessions, mentorship, and professional development workshops.

REPRESENTATIVE DUTIES:

1. Provides weekly review sessions in assigned subject matter.
2. Provides professional mentorship hours based on professional area of study/expertise.
3. Provides relevant workshops for student success, professional development, internship opportunities and applications by providing professional experience and expertise to regular staff and students.
4. May be assigned to a particular area or activity, based on area knowledge or experience.
5. Performs other related duties as assigned; specific duties not listed does not exclude them for this classification if the work is similar or related.

QUALIFICATIONS: Professional education and experience relevant to the assigned grant project area; or an equivalent combination of education, training, and/or experience.

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 Human Resources & Employee Relations.

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.