

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

POSITION TITLE: IMC Assistant I

DEPARTMENT/LOCATION: Instructional Media Center – Moreno Valley College, Norco College, Riverside City College

BASIC FUNCTIONS: The IMC Assistant I will assist in basic Instructional Media Center duties as needed.

REPRESENTATIVE DUTIES:

1. Secure the office.
2. Assist as needed with equipment installations, equipment maintenance.
3. Perform cable fabrication.
4. Perform basic productions, including video camera operation.
5. Perform other related duties as needed.

QUALIFICATIONS:

Individual must be proficient in intermediate audio and visual duties and have at least one year of professional audio visual setups and installations.

Must have a valid California driver's license and have (and maintain) an insurable driving record acceptable to the District's insurance carrier. Must be able to lift 50 pounds.

This position will require a back x-ray and a physical.

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.