

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

POSITION TITLE: IMC Assistant

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

BASIC FUNCTIONS: Under the supervision of the area manager, the IMC Assistant assists with basic Instructional Media Center duties as needed within the assigned college department.

REPRESENTATIVE DUTIES:

1. Secures the office.
2. Assists as needed with basic equipment installation and maintenance.
3. Performs basic cable fabrication.
4. Assists with basic productions, including video camera operation.
5. Performs other related duties as assigned.

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. Must be able to lift 50 pounds.

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 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.