

RIVERSIDE COMMUNITY COLLEGE DISTRICT

NON-CLASSIFIED SHORT-TERM AND SUBSTITUTE TEMPORARY POSITION DESCRIPTION

POSITION TITLE: Instructional Aide III

DEPARTMENT/LOCATION: Various departments/disciplines located at the Moreno Valley College, Norco College, and Riverside City College.

BASIC FUNCTIONS: The Instructional Aide I, assists the Instructional Support Specialist and the lead instructor with the primary functions within the discipline, and serves as support staff for students completing assignment activities.

REPRESENTATIVE DUTIES:

1. Operates the Center's primary student-contact area.
2. Answers basic questions on Center's operations from students, instructors, and the public.
3. Answers phone calls and directs calls promptly.
4. Books appointments.
5. Processes documents/census/data collection for the Instructional Support Specialist and lab lead instructor.
6. Maintains student records; files and maintains complex student tutoring system; maintains confidential information in accordance to the FERPA Agreement.
7. Assists students in setting up and/or cancelling tutoring appointments.
8. Contends with the needs of a diverse student population that the center serves on a daily basis.
9. Delivers materials for faculty to different campus locations as needed.
10. Makes copies of materials needed for instruction as needed.
11. Assists faculty member with special tasks to support the department as requested.
12. Assists faculty with any set-up or clean up within the classroom.
13. Performs various other classroom duties as needed.

QUALIFICATIONS: Incumbent must have a high school diploma and basic knowledge of how the Center operates.

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 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.