

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

POSITION TITLE: Lab Aide I

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

BASIC FUNCTIONS: Under the supervision of the assigned instructor or lab coordinator, assists in the operation and organization of the assigned instructional lab, including preparation and monitoring of discipline-specific equipment and materials.

REPRESENTATIVE DUTIES:

1. Operates, loads, prepares, and monitors lab equipment and materials specific to the discipline (e.g., [discipline-specific equipment/materials]) in consultation with instructors.
2. Inspects lab equipment and facilities for safety concerns and reports issues promptly to the instructor or lab coordinator.
3. Prepares or mixes materials and supplies needed for lab activities as directed by instructors.
4. Conducts and maintains periodic cleaning and organization of the lab facility.
5. Assists with basic equipment maintenance and repairs.
6. Maintains good customer service skills when interacting with students, faculty, and staff.
7. Performs other related as assigned; specific duties not listed does not exclude them for this classification if the work is similar or related.

QUALIFICATIONS: Completion of relevant coursework in the discipline (e.g., an applicable intermediate-level course) or an equivalent combination of education, training, and/or experience. Basic understanding of the safe operation of lab equipment and materials relevant to the discipline.

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.