

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

POSITION TITLE: Lab Aide II

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

BASIC FUNCTIONS: Under the supervision of the assigned instructor or lab coordinator, performs the duties of a Lab Aide I and assists in the operation and organization of the assigned instructional lab, including equipment inventory, direct student assistance, and training of new Lab Aides.

REPRESENTATIVE DUTIES:

1. Performs all duties of a Lab Aide I.
2. Maintains inventory of lab equipment and supplies; assists with equipment check-in and check-out.
3. Assists students directly with lab-based coursework or projects, providing peer-level technical guidance in the use of discipline-specific equipment (e.g., [discipline-specific equipment/software]).
4. Demonstrates and reinforces proper safety precautions for the operation of lab equipment.
5. Assists in training new Lab Aides on lab duties and departmental procedures.
6. Duplicates, submits, or processes discipline-specific materials or documentation as required by the department.
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: Demonstrated proficiency operating discipline-specific lab equipment and technology beyond entry level. Ability to provide basic technical guidance to students and to train new staff. Strong interpersonal skills for working with a diverse range of students; 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 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.