

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

POSITION TITLE: Laboratory Aide I – (Art)

DEPARTMENT/LOCATION: Various departments; Moreno Valley College, Norco College, Riverside City College

BASIC FUNCTIONS: The Gallery/Art Assistant assists the gallery and the Department with clerical work, relaying messages, opening receptions, marketing of exhibitions, serves as liaison between artists, curators, federal work study students and gallery coordinator.

REPRESENTATIVE DUTIES

1. Performs a wide variety of clerical and office support for the department using modern office equipment, computer programs, and preparing a variety of correspondence and forms. Assists with data entry.
2. Picks up and delivers mail.
3. Organizes and maintains equipment and supplies for office area.
4. Creates program documents.
5. Assists in organizing a variety of mailers, such as informational and marketing mailings for gallery.
6. Maintains good customer service skills.
7. Maintains a clean work area and aids in studio/gallery clean up.
8. Assists with opening receptions, food service and clean up.
9. Refers sales to Gallery coordinator in a timely manor
10. Markets exhibitions and procures articles in newspapers, arts magazines and internet postings and keeps constant contact current creates press releases.

QUALIFICATIONS: Computer experience is required. Knowledge of office procedures and customer service skills. Interpersonal skills and strong organizational skills a must. Ability to work independently.

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 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.