

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

**POSITION TITLE:** Laboratory Aide I – Art (Ceramics)

**DEPARTMENT/LOCATION:** Art-Ceramics Riverside City College

**BASIC FUNCTIONS:** Assist in the operation and organization of the ceramics lab.

**REPRESENTATIVE DUTIES**

1. Loads, fires, and checks kilns in consultation with instructors.
2. Inspects kilns and all other relevant equipment for safety issues.
3. Mixes glazes and other classroom materials as needed or required by instructors.
4. Conducts and maintains periodic facility cleaning.
5. Assists with facility and equipment repairs.

**QUALIFICATIONS:** Completed Art-16 Intermediate Ceramics or equivalent and have basic understanding of the kiln firing process and making glazes.

**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.