

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

POSITION TITLE: Lab Aide II (Film and Television)

DEPARTMENT/LOCATION:

FTV Riverside City Campus

BASIC FUNCTIONS:

Assist in the operation and production of FTV student productions

REPRESENTATIVE DUTIES:

1. Complete monthly equipment inventory
2. Assist in equipment check in and check out
3. Duplicate Inland Valley News/Magazine programs, complete submission forms to be submitted to cable channels
4. Assist FTV lab students with digital editing projects
5. Assist in training new Lab Aides with duties and dept. procedure
6. Demonstrate and reinforce proper safety precautions when using, audio and lighting equipment

QUALIFICATIONS:

Must have minimal understanding and knowledge of the operation of digital equipment such as audio, cameras, lighting and editing software. Act a peer tutor to students. Lab Aide must be able develop interpersonal skills required to work with a diverse range of students.

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.

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.