

RIVERSIDE COMMUNITY COLLEGE DISTRICT

NON-CLASSIFIED SHORT-TERM AND SUBSTITUTE TEMPORARY POSITION DESCRIPTION

POSITION TITLE: Matriculation & Educational Support Associate

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

BASIC FUNCTIONS: Assists in the support of grant specific and/or student services programs.

REPRESENTATIVE DUTIES:

1. Supports student services program for specific student populations under specialty or grant programs.
2. Organizes workshops for program participants.
3. Creates or assists in the creation of letters or correspondence as directed by staff and management.
4. Assists staff with data entry/tracking of program participants.
5. Assists and/or participates in the design of grant funding programs, such as outreach and information sessions.
6. Works with staff and managers to create selection and application processes.
7. Works with staff to verify program participants are in compliance with program requirements.
8. Performs other duties, related to the position, as assigned

QUALIFICATIONS:

An associates degree and experience supporting student services programs.

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.