

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

POSITION TITLE: New Hire Activities Participant

DEPARTMENT/LOCATION: Academic/Riverside, Moreno Valley, Norco and District.

BASIC FUNCTIONS: Under the general supervision of the area dean or the appropriate designee, collaborates with academic professionals in faculty new hire activities, including orientation, academic meetings, course preparation, and/or related functions.

REPRESENTATIVE DUTIES:

1. Attends orientation activities and academic meetings.
2. Collaborates with academic professionals in developing culturally responsive syllabi content.
3. Prepares single or multiple course materials based on teaching load.
4. Depending on course modality, may create accessible Canvas shells for distance learning courses and face-to-face support materials.
5. Participates in workshops, discussions, and conversations regarding academic activities, including, but not limited to, zero textbook cost course material, evaluation processes, academic and student support resources, and accommodation resources for students.
6. Performs other duties, related to the position, as assigned.

QUALIFICATIONS: Employee must be eligible for or received an offer of hire as a full-time faculty member at one of the RCCD colleges.

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 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.