

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

POSITION TITLE: Office Assistant III

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

BASIC FUNCTIONS: Under the supervision of the area administrator, assists the department with providing assistance and information to the public, students, faculty and staff; performs a variety of complex clerical work and organizational support.

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.
2. Assists, organizes and maintains safekeeping of equipment, materials, and supplies.
3. Assists with copying department meeting materials.
4. Respond to general or specific inquiries from students, faculty, staff and the public.
5. Assists in organizing a variety of mailers, such as informational and recruitment mailers.
6. Maintains good customer service skills.
7. Performs math computations when necessary.
8. Assists in scheduling various events.
9. Assists in presentations.

QUALIFICATIONS: High school diploma or GED equivalent required. Computer experience is required. Knowledge of office procedures and customer service skills are required. One year of closely related experience is required.

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.