

## RIVERSIDE COMMUNITY COLLEGE DISTRICT

### NON-CLASSIFIED SHORT-TERM AND SUBSTITUTE TEMPORARY POSITION DESCRIPTION

**POSITION TITLE:** Office Assistant III (\$12.50/hr)

**DEPARTMENT/LOCATION:** Student Activities - Norco 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 varied clerical work involving complex clerical work and organizational support.

#### **REPRESENTATIVE DUTIES:**

1. Provides administrative support to the Student Activities Center and prepares correspondence related to student organizations/clubs and their activities.
2. Performs a wide range of clerical and office support functions for the department using modern office equipment, computer programs, and preparing a variety of correspondence and forms.
3. Creates a warm, friendly, and supportive atmosphere for students, faculty, staff, and the community.
4. Distributes forms and posts flyers on campus.
5. Assists college clubs/organizations and their advisors with events, activities, and excursions as necessary.
6. Maintains databases and information manuals including: advisor handbooks, student website, electronic media, and other student government manuals, as assigned.
7. Respond to general or specific inquiries from students, faculty, staff, and others.
8. Assist with general oversight of the department; assure safekeeping of equipment, materials, and supplies.
9. Provide work direction to work study student(s), if applicable.
10. Issue receipts and distribute checks to staff, students, and faculty.
11. Greet and assist the sign-in of the public utilizing the free speech area.
11. Performs other duties, related to the position, as assigned.

#### **QUALIFICATIONS:**

High school diploma/GED required. Associate Degree preferred. One year of closely related experience, preferably at a community college.

**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 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.