

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

**POSITION TITLE:** Office Assistant II

**DEPARTMENT/LOCATION:** Various departments, Riverside City College

**BASIC FUNCTIONS:** The Office Assistant II, will report to the Lab Coordinators and to the Instructional Support Specialist.

**REPRESENTATIVE DUTIES:**

1. Counts total number of students in the lab every half hour.
2. Schedules the students with appropriate tutor.
3. Gives general information to students.
4. Picks up and delivers mail.
5. Maintains a clean lab: push in chairs, cleans tables, etc.
6. Checks out supplies to students.
7. Assists in presentations.
8. Keeps abreast of department's policies and procedures.
9. May use CITrack to sign in students when they come into the lab.
10. Use computer applications to do work.
11. Provides feedback to the department of any concerns.
12. Maintains good customer service skills.

**QUALIFICATIONS:**

Computer experience is required. Knowledge of office procedures and customer service skills are 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 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.