

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

POSITION TITLE: Presentation Production Technician Assistant I

DEPARTMENT/LOCATION: Instructional Media Center – Moreno Valley College, Norco College, Riverside City College

BASIC FUNCTIONS: The Presentation Production Technician Assistant I will assist in Instructional Media Center duties.

REPRESENTATIVE DUTIES:

1. Secure the office.
2. Assist with creating classroom presentations, photography, graphics, and printing.
3. Perform other related duties as needed.

QUALIFICATIONS:

Individual must be proficient in current professional graphic editing software. Experience with current professional web design software is desired.

Must have a valid California driver's license and have (and maintain) an insurable driving record acceptable to the District's insurance carrier. Must be able to lift 50 pounds.

This position will require a back x-ray and a physical.

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.

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.