

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

**POSITION TITLE:** Proofreader

**DEPARTMENT/LOCATION:** Strategic Communications & Relations (District)

**BASIC FUNCTIONS:** To ensure quality and accuracy on all collateral and general information projects produced by the District and colleges.

**REPRESENTATIVE DUTIES:**

1. Proofread and edit all materials for spelling, punctuation, grammar, client/AP styling and legal usage.
2. Understand department communications objectives.
3. Fact check projects.
4. Have knowledge of all district and college logos and marks.
5. Maintain reference files.
6. Assist with the maintenance of style guides and ensure that guidelines are being adhered to.
7. Research as needed.

**QUALIFICATIONS:** Associate's degree in English or related communications required; Bachelor's degree preferred. Three years experience as a proofreader. At least two years professional experience as a proofreader or editor. Strong knowledge of AP style. Very detail-oriented, ability to work alone, excellent memory. Better than average command of grammar and English usage.

**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.