

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

POSITION TITLE: Puente Assistant

DEPARTMENT/LOCATION: Counseling/Puente Program, Norco College

BASIC FUNCTIONS: Under the direction of the Puente Counselor, the Puente Assistant will perform specialized administrative support to Puente counselor and instructor to enable the program to meet its goals. The administrative support includes outreach to students, mentors, and community partners, as well as, office functions. This short-term position is intended to extend to more than an average Puente-Project year (summer through spring term).

REPRESENTATIVE DUTIES:

1. Assist with the implementation of the outreach and mentor components of the Puente Project.
2. Establish contacts with schools, community service agencies, and mentors.
3. Prepare and distribute information, applications, etc.
4. Schedule events/visitations.
5. Maintain a variety of records, including those of a confidential nature.
6. Prepare special reports and outcome assessment data related to Puente Project.
7. Develop flyers, letters, and brochures for the Puente Project.

QUALIFICATIONS: A recent Puente Project graduate (i.e., Puentista).

KNOWLEDGE OF: Recruitment techniques; effective interpersonal skills; and basic office skills.

ABILITY TO: Assist in the coordination of a variety of programs and activities to identify, recruit, and retain Puente students; communicate effectively both orally and in writing; establish rapport with students and the community; and work confidentially with discretion.

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.