

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

POSITION TITLE: Research Assistant

DEPARTMENT/LOCATION: CTE Projects Office / Rubidoux Annex

BASIC FUNCTIONS: The Research Assistant will participate in the design, input, and validation of data related to grant funded projects.

REPRESENTATIVE DUTIES:

1. Work with staff and grant partners to identify and gather data from existing sources.
2. Input data into various database systems.
3. Validate data, checking for accuracy against RCCD data sources as well as data sources from grant partners.
4. Assist in conducting surveys and tabulating results.
5. Assist in training others in the ongoing use data systems.

QUALIFICATIONS: Must be detail-orientated. Ability to take responsibility in meeting deadlines and making progress without direct supervision. Strong computer skills (especially with Microsoft Office, Excel and Access). Skilled in the use of electronic communication, and other electronic database SPSS statistical software, and general Internet and electronic communications. Strong spoken and written communications skills. Ability to engage in and manage a wide range of intellectual and physical work, ranging from preparing mass mailings, assisting with research surveys, to validating data-collected. Articulate and tactful communications skills; readiness to meet and work directly with outside project partners.

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.