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

POSITION TITLE: Research Intern

DEPARTMENT/LOCATION: Center for International Trade Development

BASIC FUNCTIONS: Under the supervision of the Center Director, the employee will contribute to the development of marketing materials, special events and projects, and promote the project/center through the use of social media, webinars and other e-channels.

REPRESENTATIVE DUTIES:

1. Collect and analyze data for new program offerings
2. Promote the center through digital marketing campaigns.
3. Conduct surveys and compile data
4. Performs assigned program activities to accomplish specific work goals and objectives.

QUALIFICATIONS: High school diploma is desired. Telephone interviewing experience preferred. Research Intern must have the ability to speak on the telephone. Good customer service skills.

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 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.