

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

POSITION TITLE: Research Intern

DEPARTMENT/LOCATION: Institutional Research, District Office

BASIC FUNCTIONS: The Research Intern will be assisting in the collection of data via telephone interview; will enter the data directly into the computer program as they conduct the interview.

REPRESENTATIVE DUTIES:

1. Calls potential interview respondents from printed lists and asks the written questions.
2. Inputs computer data.

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 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.