

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

POSITION TITLE: Research Intern

DEPARTMENT/LOCATION: Various; District, Moreno Valley College, Norco College, or Riverside City College.

BASIC FUNCTIONS: Under the supervision of the area manager, the Research Intern assists the department with data collection, including telephone interviewing and/or survey administration, and enters and compiles collected data to support program and reporting needs.

REPRESENTATIVE DUTIES:

1. Collects data via telephone interview and/or survey, contacting respondents from provided lists and administering established questions.
2. Enters and compiles collected data into computer programs or databases.
3. Assists in the analysis of collected data to support program or department reporting.
4. Performs other duties, related to the position, as assigned.

QUALIFICATIONS: High school diploma is desired. Telephone interviewing experience preferred. Must have the ability to speak on the telephone and 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 Human Resources & Employee Relations.

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.