

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

**POSITION TITLE:** STEM Mentor

**DEPARTMENT/LOCATION:** STEM, Moreno Valley College, Norco College, Riverside College

**BASIC FUNCTIONS:** The STEM Mentor, mentors students in Science, Technology, Engineering and Math courses necessary for transfer to 4-year universities with majors related to one of these fields. Mentoring will take place in small groups and one-on-one.

**REPRESENTATIVE DUTIES:**

1. Facilitates student discussions and exploration of material presented in the associated course.
2. Provides information to students about the transfer process from a peer's perspective.
3. Maintains records of individual mentoring as well as attendance during small group sessions for statistical purposes and submits these records in a timely manner.
4. May have off-campus assignments at local K-12 institutions involving tutoring, mentoring, outreach, and other STEM-related activities.
5. Attends monthly meetings and participates in trainings and workshops.

**QUALIFICATIONS:**

Qualification in the associated course by evidenced successful completion (A/B grade) of the course, or the equivalent course from another institution, or a higher level course requiring this one as a prerequisite. Tutoring and/or Supplemental Instruction experience preferred.

Professional conduct and standards are expected when interacting with students in the classroom, during mentoring sessions and outreach activities. Ability to: communicate clearly and patiently with others and display sensitivity to the diverse academic, socioeconomic, cultural, disability and ethnic backgrounds of community college students.

Mastery of the material may be established by a written and/or oral examination, or interviewed by the course instructor.

**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.