

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

POSITION TITLE: Student Activities Assistant

DEPARTMENT/LOCATION: Moreno Valley College, Norco College, and Riverside City College

BASIC FUNCTIONS: Under the supervision of the area manager, assists in the operations and advertising of student organizations and/or clubs.

REPRESENTATIVE DUTIES:

1. Assists with club or student organization advising.
2. Assists with correspondence, record keeping, and related items.
3. Assists club leaders and/or faculty advisors with club activities, as needed.
4. Assists club leaders and/or faculty advisors with advertising club activities and/or organizing events.
5. Performs other duties, related to the position, as assigned.

QUALIFICATIONS:

A high school diploma or equivalent and clerical experience in an office or student services environment.

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.