

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

**POSITION TITLE:** Summer Bridge Coordinator

**DEPARTMENT/LOCATION:** Academic Affairs/Student Services

**BASIC FUNCTIONS:** Under the supervision of the area administrator, acts as a liaison between the college and K-12 school district personnel to facilitate smooth student participation in college sponsored summer intervention programs.

**REPRESENTATIVE DUTIES:**

1. Serves as a point of contact for counselors, student participants and college officials.
2. Maintains program records and databases.
3. Assists with marketing efforts.
4. Provide clerical and organizational support.
5. Maintains a friendly, supportive atmosphere for students, staff, faculty, and the public.

**QUALIFICATIONS:** One year of closely related experience, preferably at a community college.

**EDUCATION:** Associate Degree required, Bachelor's Degree preferred.

**ABILITY TO:** Work effectively with students and the general public.

**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.

**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.

June 2012