

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

POSITION TITLE: Tutor

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

BASIC FUNCTIONS: Under the supervision of the assigned instructor, lab coordinator, or program supervisor, provides peer tutoring assistance to students in one-to-one or small-group settings, helping students build study skills, confidence, and understanding of course concepts.

REPRESENTATIVE DUTIES:

1. Assists students with study skills and understanding of course concepts and subject matter.
2. Helps students build confidence and positive attitudes toward learning.
3. Assists students with coursework as appropriate to the subject tutored (e.g., stages of the writing process, working through problem sets).
4. Maintains accurate session, attendance, or activity records as required by the program.
5. Communicates with instructors, lab coordinators, or supervisors regarding student progress, concerns, and scheduling.
6. Assists in maintaining a safe, clean, and productive learning environment.
7. Stays informed of department or program policies and tutoring best practices.
8. Fills in to support other tutoring or lab staff as needed to ensure students receive timely assistance.
9. Performs other related as assigned; specific duties not listed does not exclude them for this classification if the work is similar or related.

QUALIFICATIONS: Satisfactory completion of the course(s) or subject area(s) to be tutored with a grade of "B" or better, verified by transcript or instructor/faculty recommendation; or an equivalent combination of education, training, and/or experience.

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.