2023-2024
RCC Student Employment
Job Request Instructions

The Job Request Form notifies Student Employment of the duties the students will be performing in a position, who the manager and contact persons are for the position, and lets us know if the manager requires it to be posted, when to post it, and for how long. This form is required each fiscal year. **The approved form must be submitted before hire paperwork can be processed**. Here are some tips and guidelines to consider when completing the form:

1. Department or site is the name of the hiring department such as Performing Arts and the Division, for example, would be music or theatre.

2. A manager or director must be listed. The contact person can be the manager or other designated staff or faculty member.

3. The job category is tied to certain general skills and a pay range. Choose a category from the drop-down menu (Student Aide I, II, III, IV, V). You will find the list of job categories and pay ranges attached.

4. Please choose the funding type from the drop-down window.

5. Please list if you want the position posted, when to post, and the post closing date. The average posting time is about two weeks.

6. The job description should list a detailed set of job duties and required qualifications such as certifications or specific classes. If specific job duties are not listed the form will be returned for correction. If you need more room, please type up the job description and duties on a separate word document and submit it with the form.

7. The manager is required to sign and date the form. There are several lines to choose from depending on the title of the manager overseeing the position.

8. You can submit to the Student Employment Office by email, fax, or in person. The contact information is below.

RCC Student Employment
Charles A. Kane Student Services Building
4800 Magnolia Avenue
Riverside, CA 92506
PH: (951)222-8291
Fax: (951)328-3695
Heather.yates@rcc.edu

RCC STUDENT EMPLOYMENT JOB CATEGORIES **(Effective July 1, 2023)**

LEVELS	DESCRIPTION	EXAMPLES OF ASSIGNMENTS	RATES OF PAY
Student Aide I	Performs a variety of unskilled clerical &/or manual duties for a specific work area. Work is performed under close supervision. Work is assigned and student receives detailed instruction. No experience at all is required. Job details are learned from supervisor or classified staff members	Food Services worker, area attendant, laborer, ticket taker, usher, locker room attendant, general clerk, Copy Room Attendant, mail distributor, Art gallery attendant, file clerk, Lab Aide, Instructional Aide, DSPS Aide, Student Clerk, IMC Aide, Journalism Aide, Circulation Aide, Library Aide, Student Ambassador, Health program Aide, Recital Assistant, Athletic Field Aide, Sports Program Aide, College Police Aides, lifeguard I	$15.50 to $15.75 Per hour
Student Aide II	Performs a variety of clerical &/or manual related duties that are usually semi-skilled in nature and may require only limited skill, training or experience. Learns role on the job. Requires basic knowledge of administrative activities and procedures within work area. Exchanges information with co-workers, staff within the District and the community. May require completion of certain courses to qualify.	Classroom Aide, Public Safety Program Aide, Tutor, Museum Aide, Stage Hands, Middle School Liaisons, Outreach Aides, Student Role Players for special programs, Clerical Assistants, College Police Assistants, Lifeguard II	$16.00 to $16.75 per hour
Student Aide III	Performs a variety of skilled duties in support of administrative and academic projects. Performs clerical and manual duties that require some specialized skill level. Typically requires some experience related to the assignment or special education in the area of assignment. Requires knowledge of the District/College programs and services	Study Group Leader, Educational Assistant, Sports Program Coordinator, Specialized Tutors, group tutors, Computer Aides, light and sound technicians, Computer Network Assistants, Sports officials, Child program Aides, Automotive Assistants	$17.00 to $17.75 per hour
Student Aide IV	Performs a variety of duties requiring advanced knowledge of subject in support of administrative or academic projects or functions. Requires knowledge of how program/work unit function and fit into the District or College programs. Gathers, integrates and interprets information.	Media Center delivery assistants, Special Student Program Assistant (Puente, Ujima), Lab Specialist, Stem Mentors, advanced tutors	$18.00 to $18.75 per hour
Student Aide V	Performs a variety of complex duties in support of administrative and academic projects/functions. Requires more extensive experience and subject matter expertise to be successful. May do advanced and complex research for department assigned to. Developing and working with contacts outside of the work unit is common.	Media Center Student Production Assistants, Media Center Student Technicians, Business Associates, Computer Specialist, Project Specialist,	$19.00 to $19.75 per hour

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*Positions cannot exist through Human Resources

Department/Site:		**Division:**	
Manager:		**Contact Person**	
Manager Phone #:		**Contact Person Phone Number:**	
Manager Email:		**Contact Person Email:**	
Job Category: *Choose one per request form (see List of Job Categories and Pay Ranges attached)*		***Job Title:** *(Samples: Student Clerk, Student Assistant, Peer Tutor, etc…)*	
Funding Source: FWS, Dept Funds, FWS & Dept Funds, **LAEP (see special rules for LAEP Attached)*		**Do you want the position posted on the website?** ☐ Yes ☐ No	*(Only If you marked yes to post)* **Requested Job Posting Date:** _____ Allow 7-10 business days from receipt to post. **Requested Job Closing Date:** _____
Off-Campus Site – Provide Mailing Address:		**Worksite Address** (if different	

DETAILED list of job duties to be performed in this position, required qualifications, required education or certifications, preferred skills, etc**. *(You can provide an attachment if you need more space)*.**

Dept or Offsite Approval: Dean/ Director/Manager Signature		**Date:**	
College (if required by dept) **or District Dept Approval:** VP or President Signature		**Date:**	
District Dept Approval: (if required) VC Signature		**Date:**	

FOR OFFICE USE ONLY					
JOB ID#		**HR ID#**		**FUND SOURCE**	
JOB ID#		**HR ID#**		**FUND SOURCE**	
JOB ID#		**HR ID#**		**FUND SOURCE**	
JOB ID#		**HR ID#**		**FUND SOURCE**	
COMPLETED BY:			**DATE:**		