

2024-2025
Norco College Student Employment
Job Request Instructions

This Job Request Form notifies Student Employment of the required details for a student position within a department. The needed information includes: duties the students will be performing in a position, who the manager and contact persons are for the position, and if a position needs 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/Site is the name of the hiring department such as: Counseling, Art Gallery, Student Life, etc.
2. A manager or director must be listed on the hiring paperwork. The contact person can be the manager or another 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 indicate if you want the position posted, when to post it, and a closing date. The average posting time is about two to three weeks. Requests to re-open the position for additional applicants can be made via e-mail.
6. The job description should list a detailed set of job duties and required qualifications such as specific classes or skills. A basic job description is listed next to the job categories below. Please add the department specific duties being completed to the job description. Please note: if no job description is provided the form will be returned for correction.
7. The manager is required to sign and date the form.
8. Please email or return form in-person to the Student Employment Office.

Norco College Student Employment
Student Services Building 1st Floor,
Student Financial Services
2001 Third St.
Norco, CA 92860
PH: (951)372-7190
Megan.McDonald@norcollege.edu

**2024-2025
Norco College Student Employment Job
Request Form**

***Positions cannot exist through
Human Resources**

| | | | |
|--|--------------------------|--|--|
| Department/Site: | | Number of Student Positions: | |
| Manager: | | Contact Person: | |
| Manager Phone Number: | | Contact Person Phone Number: | |
| Manager Email: | | Contact Person Email: | |
| Job Category: <i>Choose one per request form (see List of Job Categories and Pay Ranges attached)</i> | | *Job Title: <i>(Samples: Student Clerk, Student Assistant, Peer Tutor, etc...)</i> | |
| Funding Source: *FWS *Dept Funds *LAEP *Combination of Funds | | Do you want the position posted for recruitment? <input type="checkbox"/> Yes <input type="checkbox"/> No | <i>(Only complete section if you marked yes)</i> Requested Job Posting Date: _____ Requested Job Closing Date: _____ |
| Off-Campus Site – RCCD MVUSD City of _____ CNUSD Val Verde USD County of _____ RUSD JUSD Other _____ | Worksite Address: | | |

Job Description: 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: <i>Dean/ Director/Manager Signature</i> | | Date: |
| College Approval: (if required) <i>VP or President Signature</i> | | Date: |
| District Dept Approval: (if required) <i>VC Signature</i> | | 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: | |
|----------------------|--|--------------|--|

NORCO STUDENT EMPLOYMENT JOB CATEGORIES **(Effective July 1, 2024)**

| 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 | \$16.00 to \$16.75 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 | \$17.00 to \$17.75 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 | \$18.00 to \$18.75 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 | \$19.00 to \$19.75 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, | \$20.00 to \$20.75 per hour |



STUDENT EMPLOYMENT AUTHORIZED SIGNATURE FORM

In an effort to assure that paperwork is signed by authorized personnel from your department/site, please complete this form and return it to the Student Employment Office (SEO). If more than one designee is needed for the same department/site please complete a "Change of Authorized Signature" form to add a signature to your department/site file.

If you have any questions or concerns, you may contact Megan McDonald at (951) 372-7190.

Academic Year

Name of Department/Site

Date of Authorization

Designated Authorization

The following person is authorized to approve and sign paperwork on a **regular basis**.

Name of Designee **(Please type)**

Signature of Designee

Temporary/Emergency Authorization

In the event of an emergency and the above designee and the approval signer are not available for signature, the following person is authorized to approve and sign paperwork **as an alternate**.

Name of Designee **(Please type)**

Signature of Designee

Approval Signature

By signing below, I authorize the persons above to approve and sign paperwork necessary in employing students in my department or worksite.

If the above names change, please complete an “**Add/Change of Authorized Signature**” form.

Name of Dean, Director, Manager, **(Please type)**
Principal, Asst. Principal, Dept. Head.

Signature of Dean, Director, Manager,
Principal, Asst. Principal, Dept. Head.