Riverside Community College District
Student Employment Position Request

On-Campus Department Information   **Academic Year**

_____ College:_____   Date: _____
Department Name

_____ Phone:_____   Fax:_____
Supervisor Name (Please Print)

_____ Phone:_____   Fax:_____
Contact Name (Please Print)

Contact Availability:

Mon: _____ Tue: _____ Wed: _____ Thu: _____ Fri: _____

Sat: _____ Sun: _____

Off-Campus Hiring Site Information (including satellite locations)

District _____

❐ RCCD   ❐ MVUSD ❐ JUSD ❐ RUSD
_____ Date: _____   ❐ CNUSD   ❐ Val Verde USD ❐ Other_____
Hiring Site Name   ❐ City of _____   ❐ County of_____

_____
Street Address   City   State   Zip Code

_____ Phone:_____   Fax:_____
Supervisor Name (Please Print)

_____ Phone:_____   Fax:_____
Contact Name (Please Print)
                                              Contact E-mail Address:_____
Contact Availability:

Mon: _____ Tue: _____ Wed: _____ Thu: _____ Fri: _____

Sat: _____ Sun: _____

Position Information

Refer to position titles and pay rates and choose one of the position options below. Job Posting tentatively begins June 1st. If a later date is desired (not recommended) please list the date below. You will be notified when posted.

Position: STUDENT AIDE   Would you like this position posted? _____   Job Posting Date: _____ Job Closing Date: _____

Secondary Title (ex..Library Aide):

Detailed Job Description and list
requirements(i.e. food handler
cert, TB test, A specific class
completion, etc.):
                        (Attach a typed, detailed list of job duties on a separate sheet of paper if more room is necessary)

Hours Needed: Mon:_____ Tue:_____ Wed:_____ Thu: _____
Fri:_____
            Sat:_____ Sun:_____   Off-Campus Contracted Sites and Early Childhood Studies - Choose Program:

Funding: ❐ District _____ # of students   ❐ Literacy _____ # of students   ❐ Reading Tutors _____ # of students
❐ FWS _____ # of students   ❐ Community _____ # of students ❐ Math Tutors _____ # of students
(On-Campus or Satellite Only)   Service

Office Use Only