2025-2026
RCC Student Employment
Job Request Instructions

The Job Request is required each fiscal year. Hire paperwork can be submitted with or without this form, however, **the approved form must be received before hire paperwork can be processed**.

Here are some tips and guidelines to consider when completing this form:

1. Department or site is the name of the hiring department such as Music or Men's Basketball and the Division, for example, would be Performing Arts or Athletics.

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 all funding types that apply.

5. Please list if you want the position posted, when to post, and the post closing date. The average time a job is posted is about two weeks with the possibility of extension until filled.

6. The job description should list a detailed set of job duties and required qualifications such as certification, skills 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.

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

RCC STUDENT EMPLOYMENT JOB CATEGORIES (Effective 07/01/2025)

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	$16.50 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 $21.75 per hour

Federal Work Study

Students eligible for Federal Work Study may be awarded up to $6,000 per fiscal year. Riverside City College School Code is 001270

To be eligible, students are required to:

- Have completed the **Free Application for Federal Student Aid** (FAFSA).

- Have completed their financial aid file and determined eligible.

- Meet the Student Financial Services Satisfactory Academic Progress standard.

- Maintain at least 1/2 time enrollment (min 3 units Summer/Winter and min 6 units for Fall/Spring).

- Maintain a minimum cumulative 2.0 GPA.

- Riverside home college designation

Types of FWS Programs

- On-Campus positions
  a. On-Campus FWS (ON)
  b. Community Service (CS)
     - (ECE, DRC)

- Off-Campus positions
  a. America Reads (AMR)
  b. America Counts (AMC)
  c. Community service (CS)
  d. Literacy (LT)

RCC STUDENT EMPLOYMENT
JOB REQUEST

Department/Site:		Division:	
Manager:		Contact Person:	
Manager Phone #:		Contact Phone #:	
Manager Email:		Contact Email:	

| Job Category:
Choose one per request form (see list of Job Categories and Pay Ranges attached) | STUDENT AIDE I

STUDENT AIDE II

STUDENT AIDE III

STUDENT AIDE IV

STUDENT AIDE V | Job Title:
(Samples: Student Clerk, Student Assistant, Tutor, Peer Mentor, Peer Instructor) | |

Funding Source: (Mark all that apply) Federal Work Study Department Funding Calworks with Federal Work Study Calworks with Department Funding	Do you want to post this position on the website? YES NO	Provide only if you want to post on the website: Posting Date: _____ Closing Date: _____

Off-Campus Site – Provide Mailing Address	Worksite Address: (if different)

DETAILED list of job duties to be performed, required qualifications (if any), required education or certifications (if any), preferred skills (if any), etc. **(Provide an attachment if you need more space)**

Manager Print Name   Manager Signature   Date