

PERALTA COMMUNITY COLLEGE DISTRICT - July 13, 2017

CLASSIFIED JOB DESCRIPTION

**INSTRUCTIONAL ASSISTANT – Computer Lab
(Technology Center)
(SEIU Local 1021 Salary Range 041)
Job Code: 188**

CLASS PURPOSE

Under supervision of the Dean, assists classroom instructors and other academic personnel in the performance of their duties in the Technology Center. Provides technical assistance to students and may fill in at other campus instructional labs as needed.

WORK SCHEDULE

Instructional Assistant will work 40 hours/week for a 10 month assignment.. May be required to work some evenings and Saturdays during peak periods, such as registration, audits, fiscal year end, graduation, etc.

EXAMPLES OF ESSENTIAL DUTIES:

Any one position may not include all of the duties listed nor do listed examples include all tasks which may be found in positions of this class. To perform this job successfully, an individual must be able to perform each essential duty of the position satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions required for the position.

- Assists in providing technological support in areas on campus that require it, including providing assistance in processing departmental documentation and monitoring student usage of the lab.
- Assists instructors in the orientation of students working with computers and other instructional Technology.
- Answers student's questions and clarifies instructional materials and assignments.
- Assists and works with individuals and small groups of students.
- Explains concepts, principles and terminology to students as needed.
- Instructs in general lab procedures, and use and upkeep of equipment.
- Receives, inventories, organizes and stores supplies and equipment in the prescribed manner.
- Monitors the schedules and performance of student workers.
- Performs a variety of clerical duties such as scheduling the Tech Center classrooms, ordering supplies, maintaining student workers' attendance and various records as required.
- Operates personal computers housed in the lab utilizing computer-assisted instruction, word processing, spreadsheet programs, the Internet and e-mail.
- Performs other related duties as assigned.

MINIMUM QUALIFICATIONS

1. Successful completion of two (2) years of college with emphasis in Computer Information Systems or Computer Science; or an equivalent combination of training and qualifying experience that could likely provide the desired knowledge, skills and ability to perform the duties of the position. (Must submit a copy of college transcripts with application.)
2. Knowledge and proficiency in the operation and use of personal computers utilizing word processing software programs.
3. Understanding of, sensitivity to and respect for the diverse academic, socioeconomic, cultural, disability and ethnic backgrounds of Peralta Colleges' students, faculty, staff and community.

DESIRABLE QUALIFICATIONS

- Knowledge of general technical skills and instructional procedures.
- Ability to establish cooperative working relationships with instructors, staff and students.
- Ability to work with students of varying abilities and backgrounds.
- Energetic and self-motivated.
- Possess excellent interpersonal communication skills.
- Possess good organizational skills.
- Ability to operate effectively in an environment of change.
- Familiarity with online learning.
- Knowledge of:
 - subject matter of the field to which assigned, including detailed knowledge and understanding of the curriculum
 - basic development process of instructional packages
 - learning-teaching process procedures and elements
 - general instructional procedures and equipment
 - general needs and behavior of students
- Ability to:
 - assist students in understanding and applying basic principles of subject field to which assigned
 - assist with and conduct instructional activities, supervise students.
 - recognize student progress and take effective measures to enhance continued achievement
 - understand and carry out oral and written directions
 - establish and maintain cooperative relationships with instructors, staff, and students
 - order, receive, and issue supplies, materials, and equipment

Job Description: Instructional Assistant/Technology Center

- maintain records of supplies and equipment

ENVIRONMENTAL DEMANDS

- Occasional work performed alone
- Constant work around and with people

PHYSICAL REQUIREMENTS

- Occasional standing, walking, stooping, kneeling, squatting, and climbing stairs
- Occasional lifting and carrying up to 15 lbs.
- Occasional pushing and pulling up to 20 lbs.
- Occasional twisting of body
- Occasional use of manual dexterity
- Occasional use of tactile acuity
- Occasional use of visual acuity from a distance, with depth, and for color
- Frequent work at a rapid pace
- Frequent reaching, high, low, and level
- Frequent audio acuity at all ranges, including speech
- Frequent visual acuity for reading
- Constant sitting
- Constant use of clear oral communication

TOOLS AND EQUIPMENT USED

- Standard Office Equipment.

Revised: July 2017