

ASSISTANT INSTRUCTIONAL COMPUTER LAB TECHNICIAN

DEFINITION

Assists in performing a variety of duties related to computerized instructional support requiring the ability to use general and discipline specific software applications (programs).

DISTINGUISHING CHARACTERISTICS

A Senior Instructional Computer Lab Technician assumes responsibility for student instructional assistance exercising independent judgment in the interpretation and application of classroom procedures and policy. May coordinate duties of lower level-staff.

An Instructional Lab Technician provides instructional support within a framework of established procedures. The work of this class requires a knowledge of general and discipline-specific software applications, and the ability to choose a limited number of alternatives in solving routine problems.

An Assistant Instructional Computer Lab Technician assists in providing instructional support within established guidelines and under immediate supervision. While a variety of tasks may be assigned, changes in procedures or exceptions are explained in detail as they arise.

SUPERVISION

Supervision is received from Information & Technology Services management personnel.

EXAMPLES OF DUTIES

Assists in operating lab computers and network(s).

Assists students individually or in small groups with use of hardware and software within the framework of established procedures.

Assists in demonstrating to students and faculty effective methods of using available equipment and facilities.

Assists in responding to student questions and concerns.

Maintains the security of tests, materials, equipment, and facility.

EXAMPLES OF DUTIES (continued)

Assists in collecting and reporting data regarding use of the lab and equipment performance.

Assists in maintaining inventory records of programs, supplies and equipment.

May assist in providing instructional assistance to faculty such as grading and recording student scores.

Communicates behavioral standards to students and operates within District and classroom rules, regulations, and protocol.

May proctor student examinations.

May proofread student work.

Performs related duties as assigned.

QUALIFICATIONS

Knowledge of:

Some current computer hardware and software and discipline specific software.

Ability to:

Assist students in the use of the academic computing laboratory.

Establish and maintain effective working relationships with faculty, students and staff.

Read, comprehend and explain computer software user instruction manuals.

Assist in demonstrating the proper utilization of equipment and materials.

Assist in maintaining order in the lab.

Successfully learn current software programs as needed for curriculum.

Understand and carry out instructions.

Work effectively with supervision and when required exercise prudent judgment necessary to a multi-cultural learning environment.

EMPLOYMENT STANDARDS

Minimum Requirements:

Six months of experience supporting faculty and students in an academic computing lab.

Excellent verbal and written communication skills.

Successful completion of 12 college semester units or 18 quarter units in the subject area of assignment.

Continuing Education Requirements:

Stay current in changing technology in assigned lab by reading and attending seminars and classes.