

LABORATORY SPECIALIST, APPLIED SCIENCE AND BUSINESS

BASIC FUNCTION

Under the direction of the assigned Dean, Applied Science and Business, provide instructional support services by performing technical work in classrooms; initial responsibility for the repair and maintenance of classroom and laboratory computers, including hardware and software; and assists in the organization, preparation, and presentation of materials.

ESSENTIAL DUTIES

- Prepare laboratory, equipment, supplies, and materials for faculty and student use; maintains computer, related hardware, and laboratory in clean and working condition.
- Coordinates with the Information Technology Department for applicable repairs, replacement and upgrades of hardware, software, and equipment. Troubleshoots minor computer operation malfunctions.
- Assist individual and small groups of students in an instructional setting; respond to questions concerning assigned subject matter, equipment usage and other related concerns and issues; tutor students in accordance with established guidelines; assists faculty and students during class time and tutors students during open lab hours.
- Assist supervisor in the organization, preparation and presentation of instructional materials; assist in overseeing and guiding assigned activities and learning sessions.
- Prepare a variety of instructional materials; set up and operate various audio-visual, computer and other teaching aids as assigned; assist students in utilizing instructional equipment and programmed materials; orient and monitor students in the use of computers; remain current concerning instructional software.
- Order and distribute supplies and materials; maintain accurate inventory of supplies, materials, and equipment of assigned department or program; issue and receive instructional materials for assignments.

OTHER DUTIES

- Research and compile data for projects and reports; assist in developing new procedures and forms as necessary.
- Maintain accurate records of student progress and attendance; maintain various students' files as assigned. Administer, evaluate and mark tests; monitor study areas.
- Perform a variety of clerical duties including answering telephones, preparing instructional materials and other related duties; register new students as assigned.
- Operate a computer and other assigned office and instructional equipment.
Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

Knowledge of:

Operation and repair of a variety of District computer hardware and software applications including scripting languages, office applications, web design, and computer graphics software. Concepts associated with computer information technology. Subject matter of assigned area of learning; instructional materials and tutorial techniques; basic reference materials and effective study techniques; record-keeping techniques; modern office practices, procedures, and equipment; proper methods of storing equipment, materials, and supplies; technical aspects of field of specialty; interpersonal skills using tact, patience, and courtesy.

Ability to:

Maintain the lab and equipment in a safe and organized manner. Operate and maintain assigned computer equipment including hardware, software and related applications. Read and understand technical manuals and protocols. Instruct students in the use of computer equipment and lab procedures. Perform a variety of instructional and clerical duties to assist in the implementation of programs and services; schedule and maintain supplies and equipment used for instructional purposes; assist supervisor in the organization, preparation, and presentation of materials; learn methods and procedures to be followed in an instructional situation; perform routine clerical work; set up, design, and operate assigned departmental equipment; read, understand, interpret, and apply department rules, policies, and materials relating to assigned field; provide instructional assistance and information to faculty and students on the availability and uses of instructional materials and equipment; communicate effectively both orally and in writing in person and on the telephone; operate a computer and a variety of office and instructional equipment; determine appropriate action within clearly defined guidelines; establish and maintain cooperative and effective working relationships with others.

EDUCATION AND EXPERIENCE

Any combination equivalent to graduation from high school supplemented by successful completion of some college level coursework with a grade of "C" or better in Computer Information Systems or related subject area and two years' experience in field of specialty with at least one (1) year experience in a laboratory setting or work environment directly associated with the assignment.

WORKING CONDITIONS

Environment: Laboratory or classroom environment. Constant interruptions.

EMPLOYMENT STATUS

Bargaining Unit Position

RANGE

12

Board Approval **EMPLOYMENT STATUS**

: February 8, 2019