

INSTRUCTIONAL CENTER TECHNICIAN

CLASS SUMMARY

Under general supervision – operates an instructional center by overseeing and maintaining learning equipment, assisting students in usage of the center and performing clerical duties; performs related duties as required.

REPRESENTATIVE DUTIES

Orients students by proper operation of instructional equipment which may include computer terminals; maintains inventory and records usage of equipment by students; may administer and score tests and explain test results to students; performs related clerical duties including recording attendance and performance, typing instructional materials, filing, maintaining supplies inventory; maintains a proper learning environment; provides minor maintenance and cleaning of equipment; may assist instructor(s) by providing tutorial assistance to students; may maintain student files; may supervise student aides or part-time instructional center technicians.

ORGANIZATIONAL RELATIONSHIPS

This classification reports to various Deans and may supervise student aides or part-time instructional center technicians. This classification works with students and faculty in the instructional center setting.

DESIRABLE QUALIFICATIONS GUIDE

Training and Experience

Any combination of training and/or experience equivalent to 6 months of responsible clerical experience.

Knowledge and Abilities

Knowledge of: operation and minor maintenance of instructional center equipment which may include computer terminal or other visual and audio equipment ; oral and written English; record keeping, clerical and general office procedures. It may be desirable to have knowledge of the content area of the course(s) being taught in the instructional center and knowledge of the principles of tutoring.

INSTRUCTIONAL CENTER TECHNICIAN (continued)

Ability to: learn, operate, explain operation of, and provide minor maintenance on instructional center equipment which may include computer terminal or other visual and audio equipment; establish and maintain effective relationships with instructors, employees and students; be sensitive to students from diverse backgrounds; understand and follow oral and written instructions; maintain a proper learning environment; perform clerical, filing and supporting duties; operate office equipment; administer and score objective tests; be responsible for the day-to-day operations of an instructional center. It may be desirable to have the ability to work well with tutor and assist students.