



Position Title: Associate Instructor, Learning Resources
Reports To: Director
Department: Learning Resources
Prepared By/Date: Isabel C Hernandez/07-18-2011
Approved By/Date: College-wide
Revised: Donna French/07-18-2011

Job Code: 3802
Job Group: PENC
Salary Grade: 12
FLSA Status: Exempt

Summary:

Provides instructional technical support to Learning Resources and is responsible for the operation and supervision of an area, assigned classroom or laboratory.

Essential Duties and Responsibilities:

- Operates, manages, and supervises an area, assigned classroom, or laboratory in a manner consistent with educational objectives
- Supervises, trains, and assists in the professional development of staff and part-time personnel
- Provides instructional technical support to the library/learning resources and direct services for Circulation, Reserves, and Periodicals functions
- Assists students in the evaluation of media resources in the library, academic laboratories, or other learning resources areas
- Analyzes data, prepares reports, and keeps accurate up-to-date records
- Assists faculty in the development of testing, assessment and other evaluation instruments for the library, academic laboratories or other learning resources areas
- Assists students in the use of academic software and tutorials used in learning resources areas
- Recommends instructional software/hardware applications for library/learning resources and computer laboratories areas under Learning Resources
- Informs and assists students in meeting faculty and departmental calls requirements, recording progress in the library, academic laboratories, or other learning resources programs as appropriate
- Maintains inventory of all equipment housed for lending purposes
- Performs other duties as assigned

Knowledge, Skills and Abilities:

- Knowledge of Windows OS, software programs, Microsoft Office Suite applications, on-line systems, LINCC, and basic research methodology
- Strong verbal and written communication skills
- Ability to troubleshoot basic computer hardware and software problems
- Ability to speak effectively before groups of students, faculty and staff
- Excellent initiative, supervisory expertise, and decision-making skills
- Knowledge of installation and operation of multimedia equipment
- Knowledge about all aspects of circulation; library, learning resources, and help desk
- Knowledge and understanding of training and education principles
- Strong positive customer service and public relation skills
- Skill in project management and the ability to meet deadlines
- Ability to work in a multi-ethnic and multi-cultural environment with students, faculty and staff

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

While performing the duties of this job, the noise level in the work environment is usually quiet.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to stand and reach with hands and arms. The employee is regularly required to use hands to finger, handle, or feel objects, tools, or controls; and talk or hear. The employee is occasionally required to walk and sit.

Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

Essential Personnel:

Non-essential

Minimum Requirements:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.

- Bachelor's degree in related field and three (3) years of work experience in an academic setting

ACKNOWLEDGEMENT

I have read and acknowledge receipt of a copy of my job description.

Signature

Date

Printed Name