



Position Title:	Instructional Assistant I		
Reports To:	Department Chair		
Department:	Mathematics	Job Code:	4802
Prepared By/Date:	Virginia Puckett/9-2-2009	Job Group:	SNE
Approved By/Date:	Virginia Puckett/9-2-2009	Salary Grade:	9
Revised:	Jennifer C. Brito/9-2-2009	FLSA Status:	Non-Exempt

Summary:

The Instructional Assistant I assist with coordination and operation of the lab and provide support for the Math Resource Center learning environment.

Essential Duties and Responsibilities:

- Coordinates and schedules lab tutors and student assistants.
- Assists students with electronic tutorials and hardware and software questions.
- Assists students in mathematics as needed.
- Assists instructors with the evaluation of software to be used in academic support labs.
- Sets up hardware (i.e., computers, videocassette layers, data projectors, document cameras) and software (i.e., Microsoft Office and instructional software).
- Answers routine questions and refers students to appropriate professional services.
- Performs other assigned duties related to the academic program.

Knowledge, Skills and Abilities:

- Knowledge of Windows OS, software programs, Microsoft Office Suite, and basic research methodology.
- Knowledge of software applications and the installation of computer hardware.
- Ability to perform standard equipment set-ups.
- Ability to follow oral and written instructions.
- Ability to write routine reports and correspondence.
- Ability to speak effectively before groups of customers or employees of organization.
- Ability to maintain effective interpersonal relations with students, faculty and administration
- Ability to work in a multi-ethnic, multi-cultural environment with faculty, students 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 sit 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 stand and walk.

The employee may require handling of average-weight objects up to 10 pounds.

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.

- One (1) year of college (30 credits) and three (3) years of related work experience in a related field, i.e., computer lab setting, library, media services, network, or any equivalent combination of education and experience.
- Documented computer skills required.

ACKNOWLEDGEMENT

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

Signature

Date

Printed Name