



Position Title: Instructional Assistant II, Learning Resources
Reports To: Director
Department: College-wide Learning Resources
Prepared By/Date: Donna French/07-12-2011
Approved By/Date: Isabel Hernandez/07-12-2011
Revised:

Job Code: 4803
Job Group: SNE
Salary Grade: 10
FLSA Status: Non-Exempt

Summary:

This position provides instructional support to students in an area, assigned classroom or laboratory. Responsibilities include assisting students with their homework assignments, tutoring software, accessing multi-media and information resources and for evaluating services and materials provided through Learning Resources.

Essential Duties and Responsibilities:

- Maintains and supports services provided in the Learning Resources areas
- Assists faculty and other instructional personnel with the design and development of tutorial materials and strategies
- Assists faculty and other instructional personnel in the delivery of instruction and in the development of strategies to enhance services to the students at the point of need
- Assists students and others with technical or computer related questions as well as with printing/photocopying related questions
- Assists students in the use of academic software and other information resources
- Recommends instructional software/hardware applications for library/learning resources areas
- Fosters an active learning atmosphere
- Participates in different projects such as inventory, preparation of statistical reports and others
- Provides assistance to library/learning resources users at the service desk
- Prepares payroll and creates reports using various data sources
- Develops individual tutorial programs utilizing software and media selection
- Assesses, tests, and evaluates services and materials provided through the Student Success Center
- Performs other duties as assigned

Knowledge, Skills and Abilities:

- Knowledge of college organization: admission, academic regulations, programs of study and departmental regulations
- Knowledge of college activities and special programs, college regulations, testing, counseling and advisement services
- Knowledge of Windows 2000/XP software applications and networking
- Knowledge and proficiency in Microsoft Office (Word, PowerPoint, Access, Excel, Outlook)
- Excellent written and oral communication skills
- Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals
- Ability to write routine reports and correspondence
- Ability to speak effectively before groups of customers or employees of organization
- Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists
- Ability to maintain effective interpersonal relations with students, faculty and administration
- Ability to follow oral and written instructions

- Ability to work on multiple projects simultaneously and work well under limited time constraints
- 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 moderate.

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 must occasionally lift and/or move 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.

- Associate's degree and two (2) years of related work experience

ACKNOWLEDGEMENT

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

Signature

Date

Printed Name