



Position Title: Part-Time Lab Technician
Reports To: Technology Trainer
Department: College-wide
Prepared By/Date: Jennifer Brito
Approved By/Date: College-wide
Revised: Donna French/06-06-2011

Job Code: 8308
Job Group: Class-R
Salary Grade: CT
FLSA Status: Non-Exempt

Summary:

The Part-Time Lab Technician maintains open lab hours at his or her assigned campus to assist faculty, staff, and administrators with software applications, Web-course development and course management, surveys, scanning and other technologies supported at the College.

Essential Duties and Responsibilities:

- Maintains Open Lab Hours
- Assists faculty, staff and administrators with learning software applications
- Assists faculty enhancing their online courses using ANGEL, WebCt, Impatica, and Respondus
- Assists faculty, staff and administrators with development questions
- Scans and compiles evaluations using Optical Markup Reader software
- Reports any hardware problems to network services
- Keeps lab in clean, neat and presentable order
- Maintains the Lab network and up-date network software per changes as indicated by the Campus Network Services (CNS)
- Prepares a monthly Lab usage report
- Assists faculty, staff and administrators in creating online surveys
- Performs other duties as assigned

Knowledge, Skills and Abilities:

- Must have demonstrated practical experience with networks, operating systems and applications such MS Word, Excel, PowerPoint, Access; using the Web for searches
- Experience with digital technologies
- Must be well organized and demonstrate excellent interpersonal communication skills
- Ability to work well 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.

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.

- Associates Degree and two (2) years related experience

ACKNOWLEDGEMENT

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

Signature

Date

Printed Name