

## POSITION DESCRIPTION

### Instructional Aide I

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**Position** ..... Instructional Aid I

**Department/Site** ..... Academic Affairs

**FLSA** ..... Non-Exempt

**Evaluated by** ..... Varies by area

**Salary Range** ..... 10

#### **Summary**

Assists instructors and students with non-instructional services such as issuance, inventory, cleaning, and repair of supplies, tools and equipment. Performs basic clerical support.

#### **Essential Duties and Responsibilities**

- Issues tools, supplies, lockers, locks, and equipment to students and student athletes. Receives issue requests from instructors and coaches. Puts together listed items to be ready prior to the requested timeline. Maintains records of items issued.
- Maintains equipment in working condition. Performs repairs to equipment such as sewing or stitching tears, stringing racquets, inflating game balls, replacing clamps and hoses, tightening connections, sharpening and straightening tools, and laundering.
- As assigned, issues uniforms, aprons, and other clothing-type items based on student's registration or eligibility status.
- Cleans assigned lab, classroom, or locker area, checking for items left behind and for needed maintenance.
- Laundering clothing and related items used in classrooms, labs, and sports events.
- Provides general clerical services such as filing, verifying inventory levels, duplicating materials, posting announcements and information items onto bulletin boards, and preparing basic correspondence.
- May record attendance.
- Performs other duties as assigned that support the overall objective of the position.

#### **Qualifications**

##### **- Knowledge and Skills**

- The position requires basic knowledge of policies and procedures used by the assigned organizational unit (e.g., physical education, athletics, cosmetology, automotive, performing arts) to issue and control inventory of equipment, supplies and tools.
- Requires familiarity with safety rules and procedures, in particular those relating to blood borne pathogens and harmful materials.
- Requires knowledge of general custodial and laundry procedures.
- Requires knowledge of equipment repair.
- Requires knowledge of basic clerical procedures and processes including filing and file maintenance, copying, and recordkeeping.
- Requires sufficient knowledge of personal computers and common desktop productivity software to receive and send e-mail, prepare basic correspondence, and enter information to spreadsheets or data entry screens.
- Requires sufficient math skill to count, add, and subtract.
- Requires language and human relations skill to exchange information with, and explain equipment use to others.

##### **- Abilities**

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- Requires the ability to carry out the functions of the position.
- Requires the ability to issue and control the whereabouts of equipment, tools and supplies.
- Requires the ability to perform basic equipment repair.
- Requires the ability to maintain alphanumeric files.
- Requires the ability to arrange work assignments to meet required deadlines.

#### **Physical Abilities**

- Incumbent must be able to perform work of a moderately active nature.
- Position requires periods of extended standing plus light to medium stooping, kneeling and carrying and lifting (10 to 25 pounds).
- Requires normal hand-eye and arm, hand, finger dexterity sufficient to operate power and hand tools.
- Requires visual acuity sufficient to read printed materials, count inventory, and observe the condition of equipment and facilities.
- Requires sufficient auditory ability to carry on ordinary conversations.

#### **Education and Experience**

- A high school diploma, or the equivalent; or in the absence of a high school diploma, or the equivalent, one year of experience in the area of the specific assignment.

#### **Licenses and Certificates**

- May require a valid driver's license.

#### **Working Conditions**

- Work is performed predominately indoors where some safety considerations exist from physical labor and exposure to harmful materials.