

POSITION DESCRIPTION

Instructional Lab Technician I (Learning Center)

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Department/Site Learning Center

FLSA Non-Exempt

Evaluated by Learning Center Programs Supervisor

Salary Range 29

Summary

Performs technical duties to assist in the operation and maintenance of instructional laboratories. Prepares various materials for laboratory activities. Administers materials/programs in laboratory testing, demonstrations, or coursework. Provides technical and instructional assistance to students.

Essential Duties and Responsibilities

- Following lab procedures, assists students with instructional support materials/programs according to course outline, faculty or instructional supervisor's direction.
- Works with students individually and in groups to enhance their learning. Provides direct assistance in the use of materials and programs needed for instruction as well as orienting students to the laboratory.
- Works with faculty/instructional administrator to design, develop, or modify materials that will be used in the classrooms/laboratories.
- Assists instructors in the classroom/laboratory.
- Develops instructional materials.
- Acquires, maintains, and inventories equipment, materials, and supplies such as but not limited to software programs, print materials, and written materials and manuals required for student instructional needs.
- Checks out and maintains control over equipment, supplies, and materials used by students.
- Provides assistance to students in the use of laboratory equipment and materials. Sets up and administers tests.
- Provides technical and instructional assistance to students, troubleshooting, diagnosing, and reporting problems with equipment and software.
- Cleans equipment and work areas.
- Maintains records of laboratory activity and attendance, including process forms or inputting data or otherwise retaining information regarding the condition, maintenance and distribution of equipment, materials, supplies, and written materials.
- Processes documents connected with the purchase or acceptance of supplies and equipment used in laboratory environments.
- Guides the work of student and on-call helpers.
- Develops, maintains inventory, and distributes print materials needed to publicize services and/or those print materials used in day to day operations.
- Performs other duties as assigned that support the overall objective of the position.

Qualifications

- Knowledge and Skills

- Knowledge of concepts associated with providing instructional support.
- Knowledge of techniques for administering instructional testing programs.

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- Requires working knowledge of instructional laboratory or workshop procedures, organization, equipment, tests, and materials.
 - Knowledge of basic inventory methods.
 - Proficient knowledge of computers including common desktop and specialized applications used in supporting education.
 - Knowledge of the English language to prepare reports correspondence and instructions and for public speaking to disseminate information to groups.
 - Knowledge of tutoring techniques including styles of learning.
 - Requires sufficient human relations skill to guide students, student work, and on-call aides, and to convey technical concepts.
- **Abilities**
- Ability to carry out responsibilities of the position including setting up assignments, experiments, tests, and lab projects.
 - Ability to maintain the lab environment in a safe and organized manner.
 - Ability to instruct students in the use of computers, instructional software, internet usage, web-based instructional programs.
 - Ability to perform routine record keeping and report writing duties.
 - Ability to organize and prioritize work and manage time effectively.
 - Ability to read and understand instructional and technical materials.
 - Ability to guide the activities of work-study students.
 - Ability to work varying schedules including evenings.
 - Ability to act independently, be open-minded, and flexible.
 - Ability to organize, set priorities, and work independently with a minimum of supervision.

Physical Abilities

- Incumbent must be able to function effectively indoors and outdoors in a classroom/laboratory environment engaged in work of a moderately active nature.
- Requires sufficient ambulatory ability to stand for extended periods of time, lift and move medium-to-heavy weight materials up to 50 pounds, reach from awkward positions, and to move to work stations, lab, and campus buildings.
- Requires sufficient arm, hand, and finger dexterity to setup experiments and use a computer keyboard and other office equipment.
- Requires normal hearing and speaking skills to communicate with staff and students in one-on-one and small group settings.
- Requires visual acuity to read printed materials and labels and to observe students perform tests and assignments.

Education and Experience

- A high school diploma, or the equivalent, and two years of tutoring experience.

Licenses and Certificates

- Requires a valid driver's license.

Working Conditions

- Work is performed indoors where minimal safety considerations exist.