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|  | **JOB DESCRIPTION** |
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**JOB TITLE:** Lab Assistant, Computer Information Systems (CIS)

**DEPARTMENT:** Instruction **FLSA:** Non-Exempt

**LOCATION:** Union Campus  **LEVEL:** 103

**REPORTS TO:** Division Chair **DATE:** 10/10/17 (format) 06/04/2015

**POSITION SUMMARY:**

Provide a variety of instructional assistance to students in a laboratory environment; provide instructional assistance in the use of equipment, computers and software applications;

**EDUCATION, EXPERIENCE, and LICENSES/CERTIFICATIONS:** (A comparable amount of training, education or experience may be substituted for the minimum qualifications.) Completion of Associates or two years related experience

**ESSENTIAL TASKS:**

* Oversee students and computer equipment in open area.
* Support faculty in the daily operation of the CIS Lab
* Tutor and assist students individually or in small groups, reinforcing or following up on instructions provided by the instructor.
* Tutor and assist students in achieving understanding of assignments, explain concepts, principles and terminologies to students.
* Maintain equipment and work area in a safe, clean and organized condition; order, stock and organize supplies, instruments and equipment used in the classroom and lab settings.
* Demonstrate or describe the proper operation, use and care of equipment, instruments and supplies used in the lab; provide information on resources available to students.
* Communicate effectively in a professional, tactful and courteous manner with students, employees, faculty, and the general public.
* Ensure that all activities are conducted within the established College policies, FERPA guidelines and other applicable laws pertaining to employment and education.
* Perform assigned responsibilities, duties, and tasks according to established practices, procedures, techniques, and standards in a safe and efficient manner and with minimal supervision.

**KNOWLEDGE, SKILLS, and ABILITIES:**

Computer hardware and software including applications and programming. Knowledge of department and college policies, procedures, and practices with the ability to answer work related questions; and/or interpret and apply these guidelines correctly in various situations. Knowledge of general office/clerical procedures. Ability to use math and scientific methods and rules to solve problems and impart the information logically to students. Ability to establish and maintain effective working relationships with employees at all levels and with diverse student populations. Excellent oral and written communications skills. Ability to organize and coordinate functions and tasks, with frequent interruptions. Knowledge of principles and methods for teaching and instruction and how to assess the effects. Select appropriate instructional methods to assist learning to all types of learners. Coordinate time and responsibilities effectively. Ability to write computer programs and use complex computer applications. Knowledge of Inductive and deductive reasoning to produce viable answers or conclusions. Ability to impart math and science concepts to others.

**LEADERSHIP and COMMUNICATION SKILLS:**

Communicate information to guide or assist people; may give instructions or assignments to helpers or assistants.

**DECISION-MAKING and ANALYTICAL SKILLS:**

Adhere to college and department policies, procedures, and practices.

**EQUIPMENT/SOFTWARE:**

Use office machines such as copiers or calculators. Use computers for word processing, spreadsheets, PowerPoint presentations, or custom applications.

**WORKING CONDITIONS** - the following physical conditions and hazards may be encountered in this position:

The position is in an indoor environment. The noise level in the work environment is usually moderate.

**PHYSICAL REQUIREMENTS:**

While performing the duties of this job, the employee is frequently required to sit; use hands to finger, handle, or feel; and talk or hear. The employee is occasionally required to stand; walk; climb or balance; stoop, kneel, crouch, or crawl.

The employee must occasionally lift and/or move up to 10 pounds and rarely lift and/or move up to 25 pounds.

The position may also require close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

**POSITIONS SUPERVISED:**

None

**SIGNATURES:** I have read and reviewed the above job description with my immediate supervisor. This job description has been designed to indicate the general nature and level of work performed. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualification required for the job.

Employee Signature/Date Supervisor Signature/Date

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