

**JOB TITLE:** Instructional Program Assistant, Industrial Engineering Technology (IET)

**DEPARTMENT:** Industrial Engineering Technology

**FLSA:** Non-Exempt

**LOCATION:** Union Campus

**LEVEL:** 105

**REPORTS TO:** Program Faculty Program Coordinator

**DATE:** 10/25/2022

**POSITION SUMMARY:** Provide a variety of instructional assistance to students in a laboratory environment; provide instructional assistance in the use of equipment in the lab; perform clerical duties to support the instructional program.

**EDUCATION, EXPERIENCE, and LICENSES/CERTIFICATIONS:** (A comparable amount of training, education or experience may be substituted for the minimum qualifications.) Completion of Associate degree and one-year related experience required.

**ESSENTIAL TASKS:** *(Employee must be able to perform the following essential functions to the satisfaction of the employee's supervisor.)*

- Assist in the day-to-day operation and program development of the Industrial Engineering Technology program.
- Provide information regarding course offerings, schedules and procedures to students and prospective students by telephone and in person.
- Tutor and assist students individually or in small groups, reinforcing or following up on instructions provided by the instructor.
- Assist students with assignments related to the instructional program to which assigned; explain concepts, principles and terminologies to students.
- Assist in the preparation of instructional materials; perform a variety of clerical support duties such as typing, filing, maintaining attendance, student information and progress data on appropriate forms and records and duplicating instructional materials.
- Assist in the classroom and/or lab in the absence of faculty.
- Demonstrate or describe the proper safety procedures in the lab. Responsible for posting Lab Safety Guidelines and assuring that students have signed a Lab Safety Orientation and Guidelines Agreement.
- Demonstrate or describe the proper operation and care of equipment, instruments and supplies used in the lab.
- Assist with Program Advisory Board meetings as needed.
- Conduct college business in a professional and ethical manner that includes the College's core values of integrity, diversity, empowerment, service, learning and collaboration.
- 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 guidelines of the Family Educational Rights and Privacy Act (FERPA).
- Perform assigned responsibilities, duties, and tasks according to established practices, procedures, techniques, and standards in a safe manner with minimal supervision.

**KNOWLEDGE, SKILLS, and ABILITIES:** 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. Ability to establish and maintain effective working relationships with employees at all levels and with diverse student populations. Excellent oral and written communications skills. Knowledge of general machine tool procedures and operations. Ability to demonstrate, use and maintain equipment/tools in a safe and correct manner. Ability to demonstrate safe working practices and advise students of safe practices.

**COMMUNICATION SKILLS:** Verbalize understanding of a problem or situation, ask relevant questions for clarification, and explain it to others; well-developed written communication skills; communicate diplomatically, clearly, and effectively with students and co-workers verbally and by telephone using the English language; ability to present materials effectively to individual students or groups

**EQUIPMENT and SOFTWARE:** Current information technology and adaptive technology used by the college and department, including but not limited to, Microsoft Office, Outlook; utilize a variety of IET equipment; utilize and operate tools.

**PHYSICAL DEMANDS and WORKING ENVIRONMENT:** The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job.

**PHYSICAL DEMANDS:** While performing tasks of this job, the employee is regularly required to stand, walk, use hands and fingers to handle or feel objects, tools, or controls; and talk or hear. The employee is occasionally required to sit. The employee frequently must squat, stoop, or kneel, reach above the head and reach forward. The employee continuously uses hand strength to grasp tools and climb ladders. The employee is frequently exposed risk of electrical shock, mechanical hazards, explosive hazards, burn hazards, chemical hazards. The employee must frequently lift and/or move up to 25 pounds and occasionally lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

**WORK ENVIRONMENT:** The work environment described here is representative of those an employee encounters while performing the essential functions of this job. The employee regularly works indoors and will occasionally work outdoors; the employee is regularly exposed to risk of electrical shock, mechanical hazards; the employee must be able to meet deadlines with severe time constraints; the noise level in the work environment is usually moderate; reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**POSITIONS SUPERVISED:** None

**SIGNATURE:** This job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualification required of employees assigned to the job.

I have read and reviewed the job description and I agree to perform the duties according to my supervisor's expectations and the College's policies and procedures. I acknowledge the College's right to revise the job description.

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Employee Signature/Date

**NOTICE OF NON-DISCRIMINATION:** *East Central College does not discriminate on the basis of race, color, religion, national origin, ancestry, gender, sexual orientation, age, disability, genetic information or veteran status. Inquiries related to employment practices may be directed to Human Resources Director at 636-584-6710. East Central College is an equal opportunity employer and provider of employment and training services. Auxiliary aids and services are available upon request to individuals with disabilities.*