

# COLLEGE OF CENTRAL FLORIDA

## JOB DESCRIPTION

JOB TITLE: INSTRUCTIONAL ASSISTANT

PAY GRADE: C-4

OVERTIME STATUS: NON-EXEMPT

### MAJOR RESPONSIBILITY:

To perform advanced work in assisting instructors in a learning laboratory. Work is performed under general supervision through conferences with instructors.

At the College of Central Florida, our vision is to be "Your first choice for quality higher education." We aim to accomplish this by providing a caring and exceptional learning environment that fosters the success of our students and community. Candidates considering becoming part of the CF family must be able to embrace and model this philosophy in their day-to-day responsibilities and demonstrate our standards: professional, responsive, informative, dependable, and engaged.

### PREREQUISITES FOR POSITION (Qualification Standards):

1. Education or training: Graduation from a two-year college with an A. A. in the related field required.
2. Years of experience in the field: Three years of experience working in a field covered by the learning lab required. A significant portion of this experience must be in an educational situation.
3. Special skills or abilities related to the position: Knowledge of the learning lab to which assigned. Knowledge of the procedures, subject area, and equipment used in the specialized laboratory where duties are performed. Ability to relate well to and affect confidence in students and peers alike. Ability to obtain a depth of understanding into the technical educational aspects of the area involved. Ability to work effectively with students and staff. Ability to sit at a desk and work steadily for long periods. Ability to move freely about the learning laboratory and carry "work in process" or laboratory equipment from one area to another. Ability to stand for extended periods while working with students. Sufficient dexterity to operate learning laboratory equipment and make minor operational adjustments. Must have clear and distinct communication skills. Skill in the use of various technical machines and equipment in the laboratory assignment.

ESSENTIAL JOB FUNCTIONS:

1. Prepare equipment and material that students may need in their use of the labs. Set up experiments; use laboratory equipment to demonstrate experiments. Keep faculty informed of new materials and equipment.
2. Instruct laboratory participants. Teach lab and grade papers. Assist instructors in lab demonstrations. Work closely with professors to implement learning lab services. Implement instructors' programs and lab services.
3. Purchase supplies for the lab. Keep records and inventories of supplies, software, and equipment for the lab. Keep a record of equipment received from the budget for the lab. Keep equipment and lab clean, in good condition, and safe.
4. Assign the work for each day to student assistants and check their work.
5. Type and make copies of the experiments. Answer the telephone and take messages for instructors or transfer the call. Maintain lab reports and statistics. Maintain student file folders. Evaluate and maintain student progress.

(These essential job functions are not to be construed as a complete statement of all duties performed. Employees will be required to perform other job-related marginal duties as required.)

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 essential functions.

- Acceptable eyesight (with or without correction).
- Acceptable hearing (with or without a hearing aid).
- Ability to clearly communicate both orally and in writing on a telephone and on a computer for extended periods.
- Routinely requires sitting at a desk and viewing a display screen for extended periods.
- Ability to access, input, and retrieve information from a computer or other electronic device.
- Routinely requires moderate (up to 40 pounds) lifting and carrying.
- Routinely requires walking, standing, sitting, kneeling, stooping, reaching up, twisting, and bending.

ENVIRONMENTAL CONDITIONS:

- Works inside an office and classroom environment.

(Reasonable accommodations will be made for otherwise qualified individuals with a disability.)

PRIMARY LOCATION OF JOB:

AS ASSIGNED BY THE SUPERVISOR

SUPERVISOR OF POSITION:

DIVISION DEAN OR DEPARTMENT HEAD DESIGNATED AT  
THE TIME OF HIRING/VACANCY ANNOUNCEMENT