

COLLEGE OF CENTRAL FLORIDA

JOB DESCRIPTION

JOB TITLE: COMPUTER LAB ASSISTANT
(Part-time – Not to exceed 25 hours per week. Flexible Schedule.)

PAY GRADE: C-4

OVERTIME STATUS: NON-EXEMPT

MAJOR RESPONSIBILITY:

Performs technical work in assisting technology instructors with classes. Also assists faculty and staff in the Professional Development Center and individuals' offices, as needed, with software related problems and/or projects.

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: Minimum of one year of college (30 college credits) toward a Computer Science or related degree required. One year of verifiable work experience with PC computer systems and software may be substituted for the college requirement.
2. Years of experience in the field: One year of experience in working with various software packages and instructing others in the use and application of software packages required.
3. Special skills or abilities related to position: Knowledge of computers and software packages. Ability to establish good working relationships and provide effective technical assistance as well as effect confidence in students, faculty, and staff. Ability to obtain proficiency in using new software packages and instruct in the use of those packages. Must have good communication skills and be able to work with minimal supervision.

ESSENTIAL JOB FUNCTIONS:

1. Prepare materials that instructors and/or students may need in classes. Research and keep faculty informed of new materials and equipment.

ESSENTIAL JOB FUNCTIONS: (continued)

2. Help to instruct students in technology classes. Works closely with professors to implement learning activities.
3. Keep abreast of new software coming on the market.
4. Learn new software packages, provide assistance and/or tutoring, as necessary, to faculty, staff and students.
5. Assist faculty, staff and students with software-related problems and/or projects in the Professional Development Center, Division of Business, Technology, and Workforce Development.
6. Occasionally teaches classes or workshops at faculty or coordinator's request.
7. Assist with the development of portfolios for students, faculty and staff.
8. May be required to work evenings/weekends.

(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 the essential functions.

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

ENVIRONMENTAL CONDITIONS:

- Works inside in office, lab, and classroom environment.
- Travels around campus to offices and to other college locations.

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

PRIMARY LOCATION OF JOB: Business and Technology classrooms and Professional Development Center

SUPERVISOR OF POSITION: Dean of Business, Technology, Career and Technical Education