

COLLEGE OF CENTRAL FLORIDA

JOB DESCRIPTION

JOB TITLE: COMPUTER LAB SPECIALIST (GRANT FUNDED)
(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 hardware and software-related problems and/or projects. Supports faculty and students with tutoring, classroom resources, and educational tools that support student success. Establish and maintain server requirements for technology classes.

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 systems and software may be substituted for the college requirement. Computing Technology Industry Associations (CompTIA) and Microsoft Office Specialist (MOS) certifications are preferred.
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 the position: Knowledge of computers and software packages. Ability to establish good working relationships, provide effective technical assistance, and effect confidence in students, faculty, vendors, 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. Set up and maintain a lab server with programs required for the computer lab and classes.
2. Prepare materials that instructors and/or students may need in classes. Research and keep faculty informed of new materials and equipment.
3. Help to instruct students in technology classes. Works closely with professors to implement learning activities.
4. Keep abreast of new software coming on the market.
5. Learn new software packages, and provide assistance and/or tutoring, as necessary, to faculty, staff, and students.
6. Assist faculty, staff, and students with software-related problems and/or projects in the Professional Development Center, Division of Business, Technology, and Workforce Development.
7. Occasionally teaches classes or workshops at the faculty or coordinator's request.
8. Assist with the development of portfolios for students, faculty, and staff.
9. 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 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 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 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 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