

# COLLEGE OF CENTRAL FLORIDA

## JOB DESCRIPTION

JOB TITLE: INSTRUCTIONAL AID II (*Part-time - Not to exceed 25 hours per week*)

PAY GRADE: C-4

OVERTIME STATUS: NON-EXEMPT

### MAJOR RESPONSIBILITY:

Responsible work in assisting Instructors in a learning laboratory or other appropriate area.

At the College of Central Florida, our vision is "To be the first choice for quality higher education in our community." 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: High school diploma or equivalent required. Graduation from a two-year college with an Associate degree in the field relating to their work preferred.
2. Years of experience in field: Two years experience in working in a field covered by the learning lab or assigned area. Should include some experience working with the beginning student in that field.
3. Special skills or abilities related to position: Positive human relations skills. Ability to work with minimal or no supervision. Must have clear and distinct communications skills. 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 work steadily for extended periods of time. Sufficient dexterity to operate learning laboratory equipment and make minor operational adjustments. Ability to move freely about the learning laboratory and carry "work in progress" or laboratory equipment from one area to another. Ability to stand for extended periods of time while working with students. Ability to relate well to and effect confidence in students and peers alike. Ability to obtain a depth of understanding into the technical and educational aspects of the area involved.

ESSENTIAL JOB FUNCTIONS:

1. Prepare equipment and material that students may need for their use in the labs. Set up experiments; use laboratory equipment to assist instructors in demonstrating experiments.
2. Keep faculty informed of new materials and equipment.
3. Instruct laboratory participants. Teach lab and grade papers. Work closely with instructors to implement instructors' program and services.
4. Supervise students making up experiments. Apply safety regulations to prevent accidents.
5. Administer and monitor tests in accordance with laboratory policy. Maintain test security.
6. Assist with purchase of supplies for labs. Keep records and inventories of supplies, software and equipment for lab. Keep record for equipment received from the budget for lab. Keep equipment and lab clean, in good condition, and safe.
7. Assign the work for each day to student assistants and check their work and performance.
8. Type and make copies of experiments. Maintain lab reports and statistics. Maintain student file folders. Evaluate and maintain student progress.
9. Take telephone messages for instructors.

*(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 accommodation 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 moderate (up to 40 pounds) lifting and carrying
- Routinely requires Walking, Standing, Sitting, Kneeling, Stooping, Reaching up, Twisting and Bending.

ENVIRONMENTAL CONDITIONS:

- Works inside in an office and classroom environment.

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

PRIMARY LOCATION OF JOB:

As assigned by supervisor

SUPERVISOR OF POSITION:

Division Dean or Department Head designated at time of hiring/vacancy announcement