

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 field: Three years' experience in 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 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 effect 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 of time. 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 of time while working with students. Sufficient dexterity to operate learning laboratory equipment and make minor operational adjustments. Must have clear and distinct communications 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' program and lab services.
3. Purchase supplies for lab. Keep records and inventories of supplies, software and equipment for lab. Keep record of equipment received from the budget for 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 call them to the phone. 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 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