

IMPERIAL COMMUNITY COLLEGE DISTRICT

CLASS TITLE: MICROCOMPUTER LAB ASSISTANT

BASIC FUNCTION:

Under direction of an assigned supervisor, maintain an instructional laboratory in which instruction is facilitated by the use of microcomputers and peripheral computer equipment; assist lab users with equipment operation, application software and specified academic subjects; maintain the lab in a clean and orderly condition which supports the instructional program and promotes learning.

DISTINGUISHING CHARACTERISTICS:

Microcomputer Lab Assistants provide assistance to students in a specified subject matter, and in addition, are assigned to a lab in which microcomputers and peripheral equipment are used as an instructional tool. Incumbents maintain and oversee the use of computer hardware and install software in support of the instructional program. An Instructional Lab Assistant provides instructional assistance to students in a specified subject matter such as reading, writing, foreign language or other designated academic area. Incumbents assemble, copy and distribute instructional materials, answer questions from students, and explain laboratory policies and procedures.

REPRESENTATIVE DUTIES:

Maintain an instructional laboratory in which microcomputers and peripheral computer equipment facilitate the learning process; respond to student questions regarding the assigned academic subject area.

Prepare the lab for use by turning equipment on and checking to assure proper working condition; assure student files are in order; back up data and copy files and cassettes; assure tapes, books, materials and other items are available for faculty and student use.

Operate, demonstrate and assist students in the operation of microcomputers, printers and other lab equipment; provide assistance in recovering files; train students in the use of the various programs and the Internet.

Perform routine preventive maintenance duties and troubleshoot equipment malfunctions; identify and report equipment that needs repair; run virus scans and take appropriate corrective action.

Prepare and maintain written rules, procedures and instructions concerning the use of the lab and lab equipment; assist faculty in orienting students to the lab as requested.

Catalog tapes, books, computer programs and other instructional lab materials; issue materials and assure their return; inventory materials periodically.

Microcomputer Lab Assistant (continued)

Maintain records of student lab use and prepare reports for instructors as requested; maintain sign-in records and tabulate time spent in the lab; prepare lists and reports of student enrollment, progress and activities for faculty and administrative offices; enroll students in classes and labs as assigned.

Maintain a clean and orderly laboratory environment and provide for appropriate lab security.

Train and provide work direction to student workers.

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Operation of microcomputers and related peripheral equipment.

Instructional methods used in a specified academic subject area.

Operating procedures and practices appropriate to an instructional computer laboratory.

Oral and written communication skills.

Interpersonal skills using tact, patience and courtesy.

Instructional methods used to assist students in the use of microcomputers and applications software.

Recordkeeping techniques.

Principles of training and work direction.

ABILITIES:

Operate computers, printers, and other computer peripheral equipment used to facilitate learning in an instructional lab environment.

Install software including upgrades and enhancements.

Maintain, adjust and troubleshoot malfunctioning microcomputer equipment.

Assist students and provide instruction in the use of microcomputer equipment in an instructional lab environment.

Interact with instructors and students to promote an effective learning environment.

Organize and oversee computer laboratory operations.

Respond to student questions regarding a specified academic subject area.

Work cooperatively with others.

Understand and follow oral and written directions.

Maintain the microcomputer lab in a clean and orderly condition.

Communicate effectively both orally and in writing.

EDUCATION AND EXPERIENCE: Any combination equivalent to: graduation from high school including or supplemented by coursework in a specified subject area and one year of experience operating computers in an instructional environment.

Microcomputer Lab Assistant (continued)

WORKING CONDITIONS: Duties are primarily performed in an instructional laboratory environment. Incumbents are subject to noise from equipment operation.

PHYSICAL DEMANDS: Must see clearly to operate or transport equipment and assist students, speak clearly and distinctly to provide information to students and staff, hear and understand voices over telephone and in person, sit or stand for long periods of time, walk and move equipment, use hands and fingers to handle or manipulate assigned equipment, reach with hands and arms, move among students in the laboratory, move and transport instructional materials and equipment weighing up to 25 pounds.