Learning Lab/Student Publications Assistant

BASIC FUNCTION:

Under the direction of an assigned supervisor, perform a variety of duties in support of the learning Technologies and Student Publications laboratories.

REPRESENTATIVE DUTIES:

1. Assist with monitoring, maintaining, and supervising the laboratories; perform routine upkeep of the laboratories, including checking equipment, shutting down equipment, assuring software is running properly and general clean up.
2. Assist with scheduling, record keeping, and coordinating various laboratory activities, including logging student hours.
3. Answer telephone calls, assist in-person visitors, and refer to appropriate staff members; receive and route information and requests for services.
4. Assist students and staff in the production of publication, such as La Voz, Red Wheelbarrow, TECO Bulletins, and other language Arts division publications.
5. Assist students and instructors with utilizing computer and audio-visual equipment; answer questions about equipment use; perform laboratory orientations and equipment use demonstration for students.
6. Oversee billing for advertising in publications, including tracking of accounts, issuing statement and mailing collections letters.
7. Troubleshoot equipment and computers; report problems to technical support.
8. Prepare and maintain a variety of records related to assigned office and laboratory duties, including tracking orders, invoices and billing.
9. Attend various meetings as required.
10. Perform a variety of clerical duties related to assigned office/instructional laboratory.
11. Order and maintain supplies as necessary.
12. Monitor and provide direction to student assistants as assigned.
13. Oversee equipment checkout procedures and distribution of materials.
14. Perform related duties as assigned.

KNOWLEDGE AND ABILITIES

Knowledge of:

1. Equipment, materials, software and supplies utilized in an assigned laboratory.
2. Principles, practices and procedures used in assigned laboratory.
3. Record-keeping techniques.
4. Correct English usage, grammar, spelling, punctuation, and vocabulary.
5. Interpersonal skills using tact, patience, and courtesy.
6. Health and safety regulations.

Ability to:
1. Demonstrate understanding of, sensitivity to, and respect for the diverse academic, socio-economic, ethnic, cultural, disability, religious background and sexual orientation of community college students, faculty and staff.
2. Perform a variety of duties in support of an assigned laboratory.
3. Assist students in the use and operating of assigned laboratory equipment and materials.
4. Communicate effectively both orally and in writing.
5. Maintain accurate records.
6. Establish and maintain cooperative and effective working relationships with others.

EDUCATION AND EXPERIENCE

Any combination equivalent to: Two years experience in a similar laboratory/office setting.

WORKING CONDITIONS

Environment:
1. Laboratory environment.
2. Office environment.

Physical Abilities:
1. Hearing and speaking to exchange information.
2. Dexterity of hands and fingers to operate assigned equipment.
3. Seeing to monitor laboratory activities.
4. Sitting or standing for extended periods of time.
5. Able to lift 20 pounds.

DATE APPROVED:
RANGE: N-36
EEO-CATEGORY: H-50