

YUBA COMMUNITY COLLEGE DISTRICT

CLASS TITLE: INSTRUCTIONAL ASSISTANT-BUSINESS

BASIC FUNCTION:

Under the direction of an Associate Dean, assist in providing instruction to individual or small groups of students in business and office administration classes and labs.

REPRESENTATIVE DUTIES:

Assist instructors in the classroom by demonstrating and explaining a variety of business skills; assist student in understanding assignments by reinforcing instruction provided by the instructor. (E)

Provide technical guidance to students in their learning, understand and practical application of business skills and office administration courses in the areas of business computer applications. (E)

Correct student's daily assignments; record attendance; maintain student records. (E)

Monitor individual progress of students and provide relevant information to instructors regarding student progress; assist instructors in the evaluation and identification of student problems; assist in the resolution of problems. (E)

Maintain instructional materials, supplies and equipment as necessary; schedule repair and maintenance of equipment according to established procedures. (E)

Oversee assigned groups on a local area network; add users in respective groups; create and maintain log-in scripts and menus; perform maintenance and troubleshoot on group hardware, software and network servers; create and maintain printer queues; install and configure applications onto the network as needed; document equipment and groups configurations. (E)

Install and maintain software; run basic diagnostics on computer hardware and perform basic maintenance. (E)

Operate a variety of equipment including IBM compatible microcomputers, dot matrix and laser printers, scanners typewriters and other office equipment as assigned. (E)

Organize, maintain and duplicate cassette tapes for office administration classes; maintain cassette tape players in working or schedule repairs as needed. (E)

Maintain instructional area in a clean and orderly manner; assure the security of assigned facility. (E)

Maintain current knowledge of technical advances in the field and software developments.

Perform related duties as assigned.

KNOWLEDGE OF:

Record-keeping techniques.

Correct English usage, grammar, spelling, punctuation and vocabulary.

Oral and written communication skills.

Current business communication formats.

Operation, use and care of IBM-compatible microcomputers, dot matrix and laser printers and other office equipment.

Current business and office practices and procedures.

Operation of assigned software systems including network systems.

Proper application of instructional methods and techniques.

ABILITY TO:

Assist in providing instruction to individual or small groups of students in business and office administration classes and labs.

Operate, maintain, adjust and perform minor repair to assigned office equipment.

Perform routine maintenance and procedures on the network.

Establish and maintain cooperative and effective working relationships with others.

Meet schedules and time lines.

Plan and organize work.

Relate to students in a professional manner.

Maintain records and prepare reports.

Communicate effectively both orally and in writing.

Work independently with little direction.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: associate's degree in business or related field and two years experience in a business office utilizing software applicable to the lab assignment.

ENVIRONMENT:

Lab or classroom environment.

PHYSICAL ABILITIES:

Hearing and speaking to exchange information and make presentations.

Seeing to view a computer monitor.

Dexterity of hands and fingers to operate a computer keyboard.

Sitting or standing for extended periods of time.

Lifting moderately heavy objects.

Bending at the waist, kneeling or crouching.