YUBA COMMUNITY COLLEGE DISTRICT

CLASS TITLE: INSTRUCTIONAL ASSISTANT-COMPUTER LAB

BASIC FUNCTION:

Under the direction of an assigned Assistant Dean or Dean, operate, service and maintain microcomputer labs; provide assistance in the use of computers, peripherals and software for the students and faculty within the division.

REPRESENTATIVE DUTIES:

Oversee the daily operation of assigned microcomputer labs and related areas; establish and enforce lab policies and procedures. (E)

Provide information to instructors and students regarding the proper use of equipment and software applications. (E)

Inspect and arrange for maintenance of hardware as required; perform minor adjustments and assist in the installation of new equipment; install software. (E)

Assist in the determination of computer needs; evaluate and recommend purchases of microcomputer software; research pricing, compatibility and availability of equipment. (E)

Assist staff in the development or selection of instructional programs; determine needs for microcomputer support. (E)

Operate a variety of microcomputers and peripherals such as hard disks, modems, printers and others; operate various hand tools and diagnostic equipment as assigned. (E)

Maintain records and inventory for assigned labs; provide and maintain security integrity for software and hardware. (E)

Order supplies as needed. (E)

Clear files from the network server as directed; purge the system as assigned; assist with installing and maintaining network software; perform minor maintenance on the network as requested. (E)

Maintain current knowledge of technological advances in the computer field.

Perform related duties as assigned.

KNOWLEDGE OF:

Record-keeping techniques.

School policies and objectives.

Computer assisted instruction techniques.

Spreadsheets, databases, word processing, utilities and other software applications.

Oral and written communications skills.

November 17, 2004

Interpersonal skills using tact, patience and courtesy.

Network hardware and software.

Installation and maintenance of microcomputers hardware and software.

Microcomputers including IBM compatible PC's, Apple and related components.

Technical aspects of field of specialty including networking system.

Basic and structured computer language.

ABILITY TO:

Diagnose and detect errors in software performance.

Establish and maintain cooperative and effective working relationships with others.

Operate microcomputers and peripheral equipment.

Work independently with little direction.

Plan and organize work.

Maintain records and prepare reports.

Critique and select microcomputer hardware and software.

Perform minor maintenance, repair and upgrades as needed.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: associate's degree in computer science or computer related technology and two years experience working with computers on related applications.

ENVIRONMENT:

Lab environment.

PHYSICAL ABILITIES:

Hearing and speaking to exchange information.

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.

November 17, 2004