



Job Description

Job Title:	Instructional Laboratory Facilitator	Grade:	H
Department:	Instructional Technology Services	FLSA:	Nonexempt

The incumbent in this job is expected to assist the College in achieving its vision and mission. Customer focus, college service, and a willingness to assist as needed are expectations for all employees.

General Function:

Plans and coordinates laboratory activities to support instructional programs and provide tutorial services to students.

Characteristic Duties and Responsibilities:

1. Monitors laboratory activities; enforces rules and regulations and ensures safe environment.
2. Instructs students in laboratory classes; assists students with laboratory class-related problems, tutors students, reviews student lab work, monitors student progress, tests, and grades students.
3. Prepares facility for classes and ensures that work areas are clean and neat; ensures that equipment, materials, and handouts are laid out for classes.
4. Assists in maintaining laboratory equipment; performs simple maintenance, cleans and stores equipment when not in use, monitors condition, and notifies supervisor of any needed repairs.
5. Monitors inventory of materials and supplies, initiates ordering process as needed.
6. Researches and evaluates new equipment, and makes recommendations regarding purchase decisions.
7. Maintains a library of materials which may include books, tapes, and magazines.
8. Monitors activities of part-time student lab assistants; establishes schedules and assigns tasks.
9. Maintains records of laboratory activities and student files including grades and attendance.

Reporting Relationships:

Direction Received: Reports to Manager Instructional Technology Services.

Direction Given: Responsible for directing and monitoring the work of student and/or temporary employees.

Minimum Requirements:

Associate's Degree from a regionally accredited institution in Computer Science & strong computer skills. Prepared candidates will be computer literate, customer friendly, and possess a strong work ethic. Two years of relevant work experience are preferred. A+ and MacIntosh certifications are strongly preferred.



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Knowledge, Skills, Abilities and Worker Characteristics:

- Teaching skills.
- Knowledge of laboratory procedures.
- Ability to work well with individuals with diverse background.
- Computer literate, customer friendly, strong work ethic.
- Computer hardware and software knowledge, such as gained through A+ certification, is a plus.

Working Conditions:

Typical office environment.