VENTURA COUNTY COMMUNITY COLLEGE DISTRICT

CLASSIFICATION TITLE: INSTRUCTIONAL LAB TECHNICIAN I-LEARNING RESOURCES

BASIC FUNCTION:

Under the direction of an assigned supervisor, plan, and organize activities of the Tutoring/Learning Resource Center at the Off-Campus Center. Select, train, and schedule tutors and student personnel assigned to the center; provide instructional and technical assistance to students, faculty, and others concerning Learning Resource Center’s print and non-print media information resources and equipment and perform minor repair and preventative maintenance to lab equipment; plan, organize, and provide technical direction for Media Services; perform a variety of related clerical duties.

REPRESENTATIVE DUTIES:

Schedule use of facility, schedule and oversee staffing of facility, monitor student attendance, and prepare related reports; assure policies and procedures are followed.

Interview, assess needs, and schedule students requesting tutorial services; coordinate with faculty to identify tutoring needs.

Recruit, select, train, and provide work direction to student assistants and/or tutors; schedule hours, monitor performance, prepare and maintain records including payroll.

Assist students and staff in the operation of equipment, running programs, retrieving printouts, creating and formatting documents, and in using microcomputer applications, copiers, scanners, and printers.

Provide technical instruction and assistance to students, faculty, and others concerning print and non-print media and a variety of other types of information resources.

Order and maintain inventory of materials such as reserve materials, videos, books, periodicals, and any optional text materials; process, shelve, maintain, and inventory according to established policies and procedures.

Circulate to students and faculty a variety of Learning Resource equipment and materials, schedule computer use and check out instructional materials following established policies and procedures.

Perform minor repairs and routine preventative maintenance on equipment such as computers, peripheral equipment, and audio-visual equipment; diagnose equipment malfunction; and process requests for major repairs.

Perform a variety of clerical functions related to the Learning Resource Center, including typing of correspondence, requisition, flyers, etc.

Prepare a variety of records, reports, and files.

Established August 2002
Perform related duties as assigned.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

Methods, procedures and materials used in tutorial services  
PC operating systems such as WIN 2000, WIN XP, etc  
Computer hardware and software products and their associate use in office and educational environments  
Correct English usage, grammar, spelling, punctuation, and vocabulary  
Interpersonal skills using tact, patience, and courtesy  
Oral and written communication skills  
Record-keeping techniques  
Principles and practices of work direction and training  
Audio-visual equipment and materials common to colleges, their uses and limitations, and technical terminology  
Set-up and operation of audio-visual equipment

**ABILITY TO:**

Plan and organize activities of a tutorial center  
Properly set up, operate, and demonstrate the correct operation and use of tools, materials, and equipment used in the lab  
Plan, oversee, schedule, and coordinate the distribution and operation of audio-visual materials and equipment  
Work independently with little direction  
Analyze situations accurately and adopt an effective course of action  
Plan and organize work of self and others  
Interpret, apply, and explain program, office, and department policies, rules, and regulations

**EDUCATION AND EXPERIENCE:**

Any combination equivalent to completion of two years college level course work plus two years of related learning resources work experience, and six months of experience in computer hardware and software operations.

**WORKING CONDITIONS:**

**ENVIRONMENT:**

College tutoring/computer lab environment

**PHYSICAL ABILITIES:**

Hearing and speaking to communicate with others  
Seeing to review documents to assure accurate completion
Sitting and standing for extended periods of time
Reaching to retrieve and file records
Dexterity of hands and fingers to operate computer and audio-visual equipment