

MT. SAN ANTONIO COLLEGE JOB DESCRIPTION

Job Title:	ESL Learning Resources Technician	Range:	A-40
Date Revised:	January 13, 2004	Date Approved:	

PRIMARY PURPOSE

The ESL Learning Resources Technician provides for the scheduling and delivery of instructional media and computer equipment to ESL faculty and staff and assists in the use of the equipment as necessary. This position may supervise student workers. In addition, this position is responsible for fulfilling faculty and staff requests for media and computer equipment use, prioritizing requests, determining inventory update needs, and requesting additional equipment as necessary. Other decisions, such as changes in policies and procedures, are referred to a higher authority.

ESSENTIAL FUNCTIONS

Examples of essential functions are interpreted as being descriptive and not restrictive in nature.

1.	Catalogues requests for equipment and sorts and prioritizes requests in order to assess equipment needs of faculty and staff
2.	Arranges for the delivery of equipment
3.	Maintains and tracks equipment inventory; requests additional equipment as required
4.	Supervises and assigns work to student workers; trains workers to assist in scheduling, movement and basic functions of equipment
5.	Arranges for the repair or replacement of equipment; makes minor repairs as necessary
6.	Learns and applies emerging technologies and as necessary to perform duties in an efficient, organized, and timely manner
7.	Performs related duties as assigned

WORKING RELATIONSHIPS

The ESL Learning Resources Technician maintains frequent contact with faculty, staff, students, various departments, the community and outside agencies.

EDUCATION AND EXPERIENCE

High School Diploma; a two-year degree in a technical field is preferred; two-four years or directly related experience is required.

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KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of:

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Knowledge of:

- District policies and procedures
- The functions of a variety of media equipment, i.e., VCR's, DVD's, video and overhead projectors, televisions
- Modern office and inventory control practices and procedures
- Computer literacy; various software applications

Ability to:

- Design, install, repair, maintain, and operate a variety of complex technical equipment at a highly skilled level
- Understand complex technical manuals and drawings related to equipment installation, operation, maintenance and repair
- Detail oriented
- Strong problem solving skills
- Excellent interpersonal skills
- Excellent written and oral communication
- Bilingual skills strongly preferred
- Work independently
- Work in a culturally and linguistically diverse community
- Management, organizational and supervisory skills

WORKING CONDITIONS

Regular exposure to electrical, mechanical, and/or physical factors which are generally protected; ability to lift up to 75 lbs., occasional walking or standing.
