

MT. SAN ANTONIO COLLEGE JOB DESCRIPTION

Job Title:	Laboratory Technician – Business and Computer Information Systems	Range:	A-57
Date Created:	7/2003	Date Approved:	

PRIMARY PURPOSE

The Laboratory Technician – Business and Computer Information Systems provides instructional support services for faculty and students in the proper use and operations of equipment, materials and computer programs for Business & Computer Information Systems programs, tutors students and/or assists in directing their experiences, and assists in the preparation of instructional material for the various Business Division programs. The Laboratory Technician – Business and Computer Information Systems supervises student workers and is responsible for assisting the students and faculty as needed, maintaining computers, software and peripherals, providing instructional handouts, and ordering and maintaining selected supplies. Other decisions, such as approving budget expenditures and making modifications and changes in the program, are referred to a higher authority.

ESSENTIAL FUNCTIONS

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

1.	Assists students and faculty in the use and operation of equipment and materials in the completion of computer assignments; provides tutoring in computer programming and other courses as required
2.	Maintains computer hardware and software; troubleshoots computer problems and reformats hard drives and networks as needed
3.	Prepares and revises instructional handouts for computer programming, software usage and related activities
4.	Operates equipment such as monitors, video players, cassette recorders, laser disc systems and computer terminals to perform assigned activities
5.	Proctors, administers and monitors makeup exams, quizzes, etc.
6.	Trains and provides work direction to student assistants
7.	Assures proper use of laboratory by monitoring activities according to established policies and procedures
8.	Prepares requisitions to purchase items as needed; maintains inventory of equipment, materials and supplies
9.	Learns and applies emerging technologies and as necessary to perform duties in an efficient, organized, and timely manner
10.	Performs related duties as assigned

WORKING RELATIONSHIPS

The Laboratory Technician – Business and Computer Information Systems maintains frequent contact with faculty, staff, students, various departments, the community and outside agencies.

EDUCATION AND EXPERIENCE

Appropriate college-level course work in Computer Information Systems or related field and related experience is required.

<p style="text-align: center;">MT. SAN ANTONIO COLLEGE JOB DESCRIPTION</p>

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of:

- Knowledge of District policies and procedures
- Subject matter of Business Division courses
- Methods and procedures of preparing instructional materials used in Business Division courses as assigned
- Equipment, materials, supplies and related items used in Business and Computer Information Systems courses
- Computer literacy; various software applications including educational programs

Skills and Abilities to:

- Prepare or assist in preparing instructional materials used in Business and Computer Information Systems
- Demonstrate or indicate the proper use of all equipment, materials, supplies and related items
- Provide substantive assistance to students on text and/or lab manual problems and questions in Business and Computer Information Systems courses
- Operate computer terminal and peripherals; ability to make hardware and software repairs
- Strong problem solving skills
- Strong analytical skills
- Strong mathematical ability
- Excellent interpersonal skills
- Excellent written and oral communication
- Ability to work independently

WORKING CONDITIONS

Classroom laboratory environment; ability to lift up to 50 lbs.; some extended standing.
