

**MT. SAN ANTONIO COLLEGE
JOB DESCRIPTION**

Job Title:	Skills Lab Technician	Range:	57 79
Date Revised:	9/6/02	Date Approved:	3/28/01

PRIMARY PURPOSE

The Skills Lab Technician provides basic instructional support services to students in need of tutorial services in the Learning Assistance Center, Skills Lab which assists high-risk students in identifying individual instructional support needs; trains and supervises student workers; prepares instructional materials, conducts study groups, and performs related duties.

ESSENTIAL FUNCTIONS

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

1.	Provides tutorial and instructional support services to students; conducts study groups
2.	Makes presentations on campus to students, describing the Center's resources and availability of materials to assist them in achieving their educational objectives; orients students to study groups offered in the Skills Lab
3.	Proctors, administers, and monitors tests as required
4.	Observes students' work, assisting as necessary with reading, writing, math, vocabulary and spelling, and referring to instructors for further assistance, as needed; monitors students' progress through certain programs; maintains students' records
5.	Assists students and faculty with the use of services provided in the Learning Assistance Center; assures proper use of the Tutorial Services, Skills Lab and/or Learning Assistance Center by monitoring student activity according to established policies and procedures
6.	Assists in the preparation of instructional materials for workshops, faculty and study groups assigned to the Learning Assistance Center; coordinates use of tutorial materials; maintains tutorial area in an orderly study environment
7.	Trains and provides work direction to assigned personnel to ensure students receive timely, quality service; coordinates and maintains schedules
8.	Attends various meetings, workshops or conferences as appropriate to assigned activities and duties
9.	Generates budget reports according to department requirements
10.	Learns and applies emerging technologies and as necessary to perform duties in an efficient, organized, and timely manner
11.	Performs related duties as assigned

WORKING RELATIONSHIPS

The Skills Lab Technician maintains frequent contact with faculty, staff, students, various departments, and the community.

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EDUCATION AND EXPERIENCE

Completion of college level coursework in English and intermediate algebra; 1-2 years supervisory and tutorial experience; Associate Degree preferred.

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of:

- Organization, operations, policies and objectives
- Modern office practices, procedures and equipment
- Record keeping techniques
- Correct English usage, grammar, spelling, punctuation, and vocabulary
- Intermediate level algebra and freshman composition
- Adult learners and learning styles
- Tutorial techniques and problem-solving strategies
- Basic supervisory principles and practices
- Various computer software applications

Ability to:

- Interpret, apply and explain rules, regulations, policies and procedures
- Use problem-solving techniques, analytical reasoning, and mathematics (as appropriate) to solve work and instructional related questions
- Operate a variety of office equipment
- Train and provide work direction to others
- Work confidentially with discretion
- Plan, organize and prioritize work, meet schedules and deadlines
- Understand scope of authority in making independent decisions
- Establish and maintain effective working relationships with students, faculty, and others contacted in the course of work
- Work in a culturally diverse community

WORKING CONDITIONS

College office environment; may require standing for long periods while assisting students. May be subject to sitting for long periods at a time (up to 2-3 hours); repetitive use of upper extremities including hand coordination activities; ability to lift up to 25 pounds.
