

**MT. SAN ANTONIO COLLEGE****Human Resources****REQUEST TO FILL - STAFF and ADMINISTRATIVE POSITIONS****\*\*This form is used to gain approval prior to recruiting for a position.****Instructions for completing this form are located on the back.**Position: Learning Lab AssistantDepartment: Academic Support & Achievement CenterTime (FTE): 47.5% Term (months/year): 10Work Schedule (Days, Hours): 19 hours per/wk, including Saturdays during Fall and Spring termsSalary Schedule (Range): 72

Background and Rationale (use back of form if additional space is needed): Filling this position will provide some assistance with the data entry and oversight of the Testing Center operations. Faculty heavily rely on the Testing Center when they need assistance administering make up exams or quizzes.

Please list any changes in the budgeted position as described above (i.e., title, time, term, etc.). \_\_\_\_\_

Please list the Account Number(s) and Budget Amount(s) that is/are being used **to fund** this Position. **This section MUST be completed in order to provide budget for the position.**

Account Number(s): 11000-321500-221000-611000-2200 100% \$27,130  
Account Number(s): \_\_\_\_\_ 47.5% Amount \$ 27,240  
Account Number(s): \_\_\_\_\_ % Amount \$ \_\_\_\_\_

**Funding:** (check all that apply) ☒ General Fund Unrestricted ☐ Restricted Funds ☐ Categorical ☐ Grant ☐ Temporary  
☐ Annual renewal of this position is contingent upon the College's receipt of continued funding

**Duration (if grant/temporary funded):** Beginning date: \_\_\_\_\_ End date: \_\_\_\_\_

**Comments:** \_\_\_\_\_

**Signatures:**

1. Requesting Manager Signature	<u>Kristina Alvarado Grassmann</u> <u>6/15/23</u> Date	4. Human Resources Signature	<u>Julia Davis-Harris</u> <u>9/1/2023</u> Date
2. Division Vice President Signature	<u>Julia M. Fowler</u> <u>6/16/23</u> Date	5. Vice President, Human Resources	<u>Goldman</u> <u>9/1/2023</u> Date
3. Chief Compliance/Budget Officer Signature	<u>Boo Boxc</u> <u>08/29/23</u> Date		

☒ Funding available ☐ Funding not available Position Number: CA9459 Contract Number: \_\_\_\_\_

**Comments:** \_\_\_\_\_

**Reviewed by President's Cabinet, the following action was taken on the above request:**

☒ Approved to fill immediately ☐ Denied ☐ Modified

If position **does not have funding**, provide funding directions: \_\_\_\_\_

Rationale: \_\_\_\_\_

Martha Stone  
6. Signature of President/CEO September 5, 2023  
Date

## **LEARNING LAB ASSISTANT**

### **DEFINITION**

Under general supervision, assists in the daily operation of the department; registers, schedules, and assists students in utilizing resources and technologies.

### **SUPERVISION RECEIVED AND EXERCISED**

Receives general supervision from the assigned manager. Exercises no supervision of staff. Provides technical or functional direction and training to student workers.

### **CLASS CHARACTERISTICS**

This is the journey-level class in the Learning Lab Assistant series. Incumbents perform the full range of duties in operating the assigned facility, training student workers in the procedures of the department and monitoring exams. Incumbents at this level receive only occasional instruction or assistance as new or unusual situations arise and are fully aware of the operating procedures and policies of the facility. This class is distinguished from the assigned manager in that the latter has overall responsibility for overseeing and coordinating the daily operation of the facility.

### **EXAMPLES OF ESSENTIAL FUNCTIONS (Illustrative Only)**

1. Provides high level of customer service to students, responds to inquiries over the phone or in person from students, faculty, and/or the public regarding the department's policies, procedures, and regulations.
2. Registers students and provides technical assistance in using the facility, assists students with computer use; distributes learning materials.
3. Monitors exams and ensures that students follow appropriate rules and procedures.
4. Provides daily reporting and maintenance of confidential files related to student usage of the facility.
5. Trains and provides direction to student workers at the facility.
6. Maintains order and discipline in the assigned facility to facilitate an optimal learning environment for students.
7. Learns and applies emerging technologies and, as necessary, to perform duties in an efficient, organized, and timely manner.
8. Promotes an environment of belonging as it relates to diversity, equity, inclusion, social justice, anti-racism, and accessibility.
9. Provides quality customer service when interacting with the public, vendors, students, and College staff, including individuals from minoritized groups.
10. Supports and abides by federal, state, local policies, and Board Policies and Administrative Procedures.
11. Participates on committees, task forces, and special assignments, including, but not limited to Screening and Selection Committees and mandated trainings as required.
12. Prepares and delivers oral presentations related to assigned areas as required.
13. Performs other related duties as assigned.

## **QUALIFICATIONS**

### **Knowledge of:**

1. Principles and practices of supporting a diverse, equitable, inclusive, socially just, anti-racist, and accessible academic and work environment.
2. Standard office practices and procedures, including the use of standard office equipment, basic record-keeping, and arithmetic.
3. Applicable federal, state, and local laws, regulatory codes, ordinances, and procedures relevant to assigned area of responsibility.
4. Departmental practices and procedures and applicable District policies.
5. Principles and practices of data collection and report preparation.
6. Basic accounting methods, procedures, and terminology.
7. Principles of business letter writing.
8. English usage, spelling, vocabulary, grammar, and punctuation.
9. Techniques for providing a high level of customer service by effectively dealing with the public, students, and District staff, including individuals of various ages, disabilities, socio-economic, and ethnic groups.

### **Skills & Abilities to:**

1. Advocate for and communicate the College's vision and commitment to creating a diverse, equitable, inclusive, socially just, anti-racist, and accessible academic and work environment.
2. Participate in addressing gaps in diversity, equity, inclusion, social justice, anti-racism, and accessibility in the recruitment and retention of staff.
3. Participate in providing resources and support towards the goal of a diverse, equitable, inclusive, socially just, anti-racist, and accessible academic and work environment.
4. Support the daily operation of the facility.
5. Interpret, apply, and explain the facility's resources and services.
6. Interpret, apply, and explain applicable District policies, rules and regulations related to areas of responsibility.
7. Make accurate arithmetic computations.
8. Organize own work, set priorities, and meet critical time deadlines.
9. Use English effectively to communicate in person, over the telephone, and in writing.
10. Understand scope of authority in making independent decisions.
11. Review situations accurately and determine appropriate course of action using judgment according to established policies and procedures.
12. Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

### **Education and Experience:**

1. Equivalent to the completion of the twelfth (12<sup>th</sup>) grade supplemented by two (2) years of college-level coursework at a regionally accredited college; and
2. Three (3) years of responsible related experience.

**Desirable Qualifications:**

1. Experience working with policies and procedures relating to diversity, equity, inclusion, social justice, anti-racism, and accessibility preferably in a minority serving institution such as Hispanic Serving Institution (HSI) and Asian American and Native American Pacific Islander-Serving Institution (AANAPISI); OR
2. Experience with participation in programs relating to diversity, equity, inclusion, social justice, anti-racism, and accessibility preferably in a minority serving institution such as Hispanic Serving Institution (HSI) and Asian American and Native American Pacific Islander-Serving Institution (AANAPISI).

**Licenses and Certifications:**

None.

**PHYSICAL DEMANDS**

Must possess mobility to work in a standard office setting and use standard and specialized office equipment, including a computer; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. This is primarily a sedentary office classification although standing in work areas and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Incumbents in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Incumbents must possess the ability to lift, carry, push, and pull materials and objects up to 20 pounds.

**ENVIRONMENTAL ELEMENTS**

Incumbents work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Incumbents may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

Amended: 11/2016; 7/2023