

**RIVERSIDE COMMUNITY COLLEGE DISTRICT
CLASSIFIED POSITION DESCRIPTION**

JOB TITLE: Computer Laboratory Assistant

BASIC FUNCTION: Under the supervision of the area Director, provides technical and clerical support to the laboratory and its operations, meets the needs of users of the laboratory learning materials and media, including electronic media.

PROVIDES WORK OR LEAD DIRECTION TO: Provides basic training to student laboratory aides – no permanent full-time staff to supervise.

REPRESENTATIVE DUTIES:

1. Covers laboratory hours; responds to needs and requirements of students working in the laboratory.
2. Learns and remains knowledgeable about micro computing technology and applications, especially as they relate to higher education and the department's curriculum.
3. Ensures that computer terminals and auxiliary equipment function properly.
4. Provides basic training to student lab aides of microcomputer equipment, and with the direction of the coordinators, helps to supervise the student lab aides.
5. Keyboards information and processes paperwork necessary to instructors, students, and administrators relating to the laboratory, including student employees' timesheets, notice of laboratory hours, and other materials.
6. Assembles and maintains records, including but not limited to, budget tracking and supply purchase ordering; sorts, alphabetizes, and files records and reports according to well-defined standards.
7. Checks records and forms for completeness and accuracy.
8. Answers telephone; operates office machines such as IBM and Macintosh computers, printers, copiers, etc.
9. Participates in District-provided in-service training programs.
10. Maintains a friendly, supportive atmosphere for students, staff, faculty, and the public.
11. Performs other duties, related to the position, as assigned.

EDUCATION: Graduation from high school or GED equivalent is required.

EXPERIENCE: One year of general experience in either a computer laboratory, or in computer information systems is required. College training in business or computer information systems is desired.

LICENSES/CERTIFICATIONS: None.

KNOWLEDGE OF: IBM and Macintosh computer hardware and related software such as, Microsoft, Excel and Word is desired.

ABILITY TO: Understand and follow oral and written directions; establish and maintain an effective working relationship with students, staff, and the public. Must have superior verbal and written communication skills.

OTHER: Candidate must demonstrate clear evidence of sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds of community college students, staff, and the community.

CONTACTS: Co-workers, instructors, students, and administrators.

WORKING CONDITIONS: Normal office environment.

The Riverside Community College District is an equal opportunity employer and recognizes the need to provide reasonable accommodations to employees with disabilities. For more information, contact (951)222-8039.