INSTRUCTIONAL ASSISTANT
Communication, Visual and Performing Arts

DEFINITION

Under general supervision of assigned manager/supervisor, assists faculty by working with students individually and in groups in the improvement of academic knowledge and technical skills. Focus will be in the applied technical aspects of computer assisted and/or generated work in television and radio production, digital media, art, and MIDI (musical instrument digital interface).

TYPICAL DUTIES

Assists in training students in the use of computer equipment, software applications and appropriate learning methods and procedures; maintains and works in the television and radio labs; creates user logins, accounts, and documents for lab usage; oversees and manages the orderly operation and availability of lab facilities, computers and peripherals. Documents computer user problems; and performs troubleshooting and minor maintenance on equipment and software. Assists students in concept understanding and skills acquisition; proctors exams; and assists in resolving student conflicts. Assists in screening, hiring, training, scheduling, assigning student aides. Maintains student contact hours, completes related pay forms for student aids. Takes responsibility for and monitors the day to day security of the facilities and equipment, including lab access and emergency situations. Assists faculty and students in setting up the computer labs and related materials for instructional purposes in the Digital Media Lab and studios. Assists students with software applications and resolving hardware problems in the computer labs; issues, receives, and checks equipment used by students; supervises student assistants as assigned; tracks student attendance in open lab sessions; prepares labs for specific class use as required by different programs; maintains inventory controls for tools and equipment; coordinates with faculty on maintenance requests; organizes and maintains equipment storage areas for maximum security; and performs related duties as required.

QUALIFICATIONS

EXPERIENCE
One year of instructional, tutorial or work experience related to computer applications in television and radio and/or photography and/or MIDI and/or digital media and/or art new media. (One year of experience is equal to 12 months of experience at 40 hours per week. Applicable part-time experience will be converted to the full-time equivalent for purposes of meeting experience requirement).

EDUCATION
Completion of an Associate’s Degree or 60 semester units (90 quarter units) with 28 units in multi-media applications.
KNOWLEDGE OF
Knowledge of computer system principles, familiarity with both Mac and PC computers, and exposure to common multi-media software such as: Photoshop, Painter, After Effects, Lightwave 3D, Final Cut Pro, Flash, MIDI, Pro Tools, Audition, audio and video editing software, and web design applications.

SKILLS IN
Skill in training others in how to complete tasks; using multiple approaches when learning or tutoring new things; and in using logic and analysis to identify the strengths and weaknesses of different approaches. Skill in working with new material or information to grasp its implications; assessing how well one is doing when learning or doing something; knowing how to find and identify essential information; and reorganizing the information to get a better approach to problems or tasks. Skill in using mathematics to solve problems; listening to what other people are saying and asking appropriate questions; being aware of others' reactions and understanding why they react the way they do; and in adjusting actions in relation to others' actions. Skill in identifying the nature of problems; developing approaches for implementing an idea or solution to a problem; and observing and evaluating the outcomes of a problem/solution to identify lessons learned or redirect efforts. Skill in managing one's own time and the time of others; communicating effectively with others orally and in writing as indicated by the needs of the audience; understanding written sentences and paragraphs in work related documents; and working in a multi-lingual, multi-cultural environment.

ABILITY TO (ESSENTIAL FUNCTIONS)
The ability to perform the essential functions of the position including; supervising, assisting and advising students in the labs with software applications and resolving software problems; addressing a variety of student needs in different disciplines (radio/film/TV); establishing and maintaining cooperative, courteous, and effective relationships with students and staff; following oral and written instructions and providing clear written and oral instructions to students; maintaining clear and accurate records and enforcing security protocols; meeting schedules and producing reports on time; sustaining regular work attendance; adapting to a variety of duties and locations; exercising initiative and good judgment; working as a member of a team; working with students having cultural and academic diversity; the ability to operate office equipment including computers, supporting word processing, spreadsheet and database applications; and performing other duties as assigned.

TYPICAL EQUIPMENT USE (May include, but not limited to)
Computers and peripheral equipment, printer, copier, fax, typewriter, presentation equipment, scanner, overhead projector, TV/VCR/DVD and other audio visual equipment.