

INSTRUCTIONAL ASSISTANT

Media Center

DEFINITION

Under general supervision of assigned manager/supervisor, assists faculty by working with students individually or in groups in the improvement of academic knowledge and technical skill, and does related work as required. Performs various duties that are required to operate a college media center; distributes equipment, supplies and recorded material to faculty and students; and records audio and video programs and retrieves these programs for use in the media center.

TYPICAL DUTIES

Assists faculty and students in the production of instructional materials, such as audio sound slices and video programs; and assists in developing training materials, including syllabi and visual aids. Trains student workers in the operation of all audiovisual equipment; produces media programs in such formats as movies, sound slides, or video; and operates movie and slide projectors, tape recorders, record players, video recorders, overhead and opaque projectors. Assists faculty member or staff with laboratory or field research; and assists faculty members or staff with student conferences. Oversees the presentation of campus movies or other special audiovisual programs at instructors request; helps media center personnel by retrieving recorded programs and distributing same to student carrels via playback equipment and switch consoles; duplicates from original materials audio and video programs; and performs related duties as required.

QUALIFICATIONS

EXPERIENCE

Demonstrated proficiency in the operation of audio and video equipment. (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 the experience requirement.)

EDUCATION

Completion of an Associate's Degree in Art New Media or 60 semester units (90 quarter units) with 28.5 units in art new media courses. NOTE: An additional year of qualifying experience may be substituted for the required education on a year-for-year basis.

KNOWLEDGE OF

Knowledge of instructional methods and training techniques including curriculum design principles, learning theory, group and individual teaching techniques, design of individual development plans, and test design principles. Knowledge of the structure and content of the English language including the meaning and spelling of words, rules of composition, and grammar. Knowledge of numbers, their operations, and interrelationships including arithmetic and its applications; and administrative, clerical and basic record keeping procedures and systems. Knowledge of and an understanding of the principles involved in the operation of movie and slide projectors, tape recorders, record players, video recorders, overhead and opaque projectors; and methods used to produce media programs in such formats as movies, sound slides, or video.

SKILLS IN

Skill in training others how to do something; 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 evaluating the likely success of an idea in relation to the demands of the situation; and 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; generating a number of different approaches to problems; and observing and evaluating the outcomes of a problem solution to identify lessons learned or redirect efforts. Skill in managing one's own time; 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 environment.

ABILITY TO (ESSENTIAL FUNCTIONS)

The ability to perform the essential functions of the position; sustain regular work attendance; work cooperatively and effectively with the public, students, faculty and staff; exercise initiative and good judgment; work as a member of a team; and meet schedules and time lines. The ability to work with students having cultural and academic diversity. The ability to operate all types of equipment common to a media center; lift or move relatively heavy audiovisual equipment; and edit sound tracks and coordinate them with visual materials; and the ability to operate office equipment, including computers and supporting work processing, spreadsheet and database applications.

TYPICAL EQUIPMANT USED (May include, but not limited to)

Audio-visual equipment, and other equipment common to a media center.