

INSTRUCTIONAL ASSISTANT

Welding Technology

DEFINITION

Under general supervision of the assigned manager/supervisor, assists faculty by working with students individually or in groups in the improvement of academic knowledge and technical skill. Oversees the technical and safety operation of the welding laboratory, including proper storage and disposal of hazardous waste materials common to welding technology. Operates welding equipment. Orders materials, equipment and tools to support shop operations. Assists in preparing instructional laboratory materials, and does related work as required.

TYPICAL DUTIES

Assists with safety training and oversight of safe working conditions and student practices as directed by instructors; and assists instructors in setting up, caring for and storing equipment and related materials for instructional use. Maintains, adjusts, repairs and calibrates equipment; performs conventional, TIG and MIG welding on tools and equipment; organizes shop and lab spaces and tool rooms to provide orderly, and efficient use; and practices safety and directs proper safety practices in welding technology. Prepares materials and equipment for demonstrations and instructional use as requested by instructors; tutors students in courses in the welding technology program; and establishes and maintains effective relationships with instructors and students in the course of work. Maintains records and inventory of equipment and supplies ordered, received, and issued; trains students in the proper use of equipment; and assists instructors in issuing supplies and equipment to students. Assists in reviewing students' work and maintaining records; and performs related duties as required.

QUALIFICATIONS

EXPERIENCE

One year of experience in repairing, maintaining and testing mechanical or welding 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 Welding Technology or 60 semester units (90 quarter units) with 37 units in welding technology courses. NOTE: Additional qualifying experience may be substituted for the required education on a year-for-year basis.

KNOWLEDGE OF

Knowledge of numbers, their operations, and interrelationships including arithmetic, algebra, and basic geometry, and their applications. Knowledge of the names, care and use of hand, heat, and power tools, materials and equipment in instructional classroom, shop and laboratory for welding technology. Knowledge of principles applicable to welding equipment and their operation and maintenance in a welding lab; and maintenance, tool room and storage operations and procedures. Knowledge of federal, state and local safety laws and regulations.

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 using mathematics to solve problems; and in evaluating the likely success of an idea in relation to the demands of the situation. Skill in 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 identify and work with equipment, hand, heat, and power tools and materials common to welding technology; practice safety and direct proper safety practices in welding technology; and maintain records of accountability for equipment, tools, and materials. The ability to perform conventional, TIG and MIG welding on tools and equipment. The ability to organize shop, lab, tool rooms and storage rooms for safe and efficient instructional use; ability to operate office equipment including computers and supporting word processing, spreadsheet and data base applications; and tutor students in courses in the welding technology program.

TYPICAL EQUIPMENT USE (May include, but not limited to)

Hand, heat and power tools common to welding technology field.