

INSTRUCTIONAL ASSISTANT, LABOR RELATIONS

DEFINITION

Assists instructional staff of a college labor center in maintaining and extending the cooperation of organized labor representatives in order to promote attendance at, and participation in, labor studies programs; provides continual input from organized labor representatives on programs and prospective educational needs in order to help shape future programs.

TYPICAL DUTIES

- Contacts labor and community representatives in order to publicize labor studies programs and the services of a college labor center.
- Continually reassesses the needs of the local labor community.
- Arranges for speakers for labor organizations in order to publicize labor studies programs, and, from time to time, personally addresses such meetings.
- Contacts regional offices of local labor organizations to enlist aid in publicizing labor studies programs and to recruit students.
- Designs questionnaires for use in surveying community needs for labor education and evaluation forms to measure the effectiveness of labor center programs.
- Develops and produces instructional materials, such as instructional guides, fact sheets, summaries of topical materials, handbooks of labor resources, for distribution for classroom, community, and workshop use.
- Composes reports, correspondence, and publicity for the labor center and the labor studies programs.
- Assists in the preparation of budgets and monitoring expenses.
- Arranges specialized workshops, conferences, and seminars sponsored by the labor center, and may participate in such activities.
- Prepares bibliographies of labor education materials, including books, journals, films, compiles lists of resource persons and government agencies, and distributes them to faculty, students, and community groups.
- Maintains the directory of labor organizations.
- May provide training and work direction to student employees.
- Performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS

An **Instructional Assistant, Labor Relations**, applies knowledge of practices and procedures of the labor community and labor relations in assisting instructional staff of a college labor center to promote attendance at labor studies programs and to assure feedback from labor community leadership to help shape future programs.

Instructional Assistants in other academic and vocational disciplines are responsible for the day-to-day operations of instructional laboratories and apply their specialized knowledge to a broad range of duties related to the day-to-day operations of their academic departments.

SUPERVISION

General supervision is received from an academic supervisor. Functional supervision is received from instructional staff. Work direction may be provided to student employees.

CLASS QUALIFICATIONS

Knowledge of:

- Principles and practices of labor relations
- Community labor organizations and their needs
- Methods, practices, and procedures used to promote attendance and participation in labor studies programs
- Public relation techniques
- Business English
- Capabilities of computer systems, software, and hardware
- Principles of recordkeeping

Ability to:

- Maintain liaison with community labor organizations
- Design questionnaires for use in surveying community needs
- Design evaluation forms to measure the effectiveness of programs
- Assist in developing related programs and services
- Prepare clear reports, correspondence, and publicity
- Prepare bibliographies of specialized materials
- Communicate effectively orally
- Work effectively and cooperatively with students, instructional staff, and labor representatives
- Effectively utilize computer hardware and software
- Keep detailed and accurate records
- Give clear and concise instructions
- Learn general and specialized software applications

ENTRANCE QUALIFICATIONS

Education and Experience:

An associate degree or its equivalent, from a recognized college or university with a major in labor studies or a closely related field.

OR

Graduation from high school or its equivalent **AND** two years of full-time paid experience in labor relations. A certificate of completion from a recognized college or university in labor studies may be substituted for one year of the required experience.

Special:

- A valid Class "C" California driver's license.
- Access to an automobile.