

INSTRUCTIONAL AIDE, LIBERAL ARTS

DEFINITION

Monitors and maintains one or more instructional learning skills laboratories; assists students in the use of computer software and equipment; and may provide tutorial assistance in fundamental skills required to complete college-level course work.

TYPICAL DUTIES

Schedules and oversees the use of one or more instructional learning skills laboratories by students, faculty, and staff.

Explains to students the established instructional laboratory policies.

Issues and receives materials, supplies, and equipment for student use in instructional laboratories.

Proctors placement and performance tests to be evaluated and used by instructional staff in identifying a student's achievement level and course of study.

Assists students in the use of computer software and equipment used as part of the instructional program.

Assists students in using self-instructional materials available in instructional laboratories.

Assists students by providing assistance in fundamentals such as language skills, arithmetic, study skills, or basic concepts.

Cleans and makes minor adjustments and repairs to equipment in instructional laboratories.

Keeps work stations, study areas, workrooms and storerooms orderly and clean.

Maintains laboratory attendance and progress records.

Maintains inventory records of supplies and equipment and prepares periodic inventory reports and requisitions.

May assist instructional staff by participating in the development of instructional and study aids.

May assist instructional staff by performing a variety of general clerical functions associated with the operation of instructional laboratories.

May provide training and work direction to student employees.

Performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS

An **Instructional Aide, Liberal Arts**, is responsible for the day-to-day operations of one or more instructional learning skills laboratories, assists students in the use of computer software and equipment, and may provide tutorial assistance in basic skills and study techniques necessary for student success in college-level courses.

Incumbents in Instructional Assistant classifications, in addition to being responsible for the day-to-day operations of an instructional laboratory, apply a thorough knowledge of an academic discipline such as chemistry, language skills, or data processing in providing laboratory set-up and tutorial assistance to students. The typical Instructional Assistant has advanced college training in an academic discipline, or comparable work experience.

SUPERVISION

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

CLASS QUALIFICATIONS

Knowledge of:

Basic skills such as reading, writing and arithmetic
Study skills applicable to college-level course work
Capabilities of computer systems, software, and hardware common to instructional laboratories
Principles of recordkeeping

Ability to:

Provide tutorial assistance to students
Work effectively and cooperatively with students and instructional staff
Maintain complete and accurate records
Train students in the operation of audiovisual and computer assisted instructional equipment
Make adjustments and minor repairs on instructional equipment
Effectively utilize computer hardware and software
Learn general and specialized software applications

ENTRANCE QUALIFICATIONS

Education and Experience:

An associate degree or its equivalent from a recognized college or university.

OR

Graduation from high school or its equivalent **AND** two years of full-time paid experience in a learning laboratory with responsibility for overseeing the day-to-day operations, assisting students in the use of computer software and equipment, or providing tutorial assistance.