SANTA ROSA JUNIOR COLLEGE

TITLE: Computer Lab Specialist I

CLASSIFICATION: Classified

SALARY GRADE: C07

SCOPE OF POSITION:

Under general supervision, supports activities of a computer laboratory; maintains standards for lab use. Serves as a liaison between faculty and students. Assists students with assignments.

KEY DUTIES AND RESPONSIBILITIES:

Examples of key duties are interpreted as being descriptive and not restrictive in nature. Incumbents routinely perform approximately 80% of the duties below.

1.   Maintains the daily operations of a computer lab for drop-in and class use.

2.   Provides technical assistance and training for students.

3.   Works with other staff on computer lab hardware and software installations, maintenance, and upgrades.

4.   Assists program coordinators and faculty on program and course specific projects.

5.   Maintains lab supplies and equipment. Installs new or updates existing software and hardware.

6.   Assists in the design and maintenance of department web pages.

7.   Creates guides for lab procedures and software usage.

8.   May support the Student Help Desk.

9.   May train and direct the work of student employees.

KNOWLEDGE OF:

1.   Current and emerging industry trends and developments.

2.   Basic web accessibility tools and document remediation.

3.   Relevant local, state, and federal rules and regulations, programs, policies and procedures.

4.   Applicable technology usage, including standard office productivity software and other appropriate technology.

ABILITY TO:

1.   Present classroom materials.

2.   Perform skilled manual and technical work.

3.   Train others and perform demonstrations.

4.   Research and apply new knowledge to resolve issues in varied situations.

ABILITY TO – Continued

5.   Collaborate productively and cooperatively with individuals and groups both internally and/or externally.

6.   Communicate effectively, both orally and in writing.

7.   Exercise appropriate judgement in interactions with others and with work processes.

8.   Interact with the public in a helpful, courteous and professional manner.

9.   Demonstrate sensitivity to, and respect for, a diverse population.

QUALIFICATIONS:

Candidates/incumbents must meet the minimum qualifications as detailed below, or file for equivalency. Equivalency decisions are made on the basis of a combination of education and experience that would likely provide the required knowledge and abilities. If requesting consideration on the basis of equivalency, an Equivalency Application is required at the time of interest in a position (equivalency decisions are made by the supervising administrators, in coordination with the department where the vacancy exists, if needed.)

EDUCATION:

High school diploma or GED required.

EXPERIENCE:

1+ year of related experience working with computers or related technology.

OTHER REQUIREMENTS:

Must be able to perform physical activities such as, but not limited to, lifting (up to 50 lbs. unassisted), bending, standing, climbing, crawling or walking.

SANTA ROSA JUNIOR COLLEGE COMMITMENT:

All classifications require a commitment to the District's Vision, Mission, Values, Goals and Objectives as articulated in the Strategic Plan.