

SENIOR TECHNICAL ASSISTANT - WCC

DISTINGUISHING FEATURES OF THE CLASS: Under general supervision, an incumbent of this class performs various academic duties to assist faculty and staff in instructional laboratories at Westchester Community College. Responsibilities include the operation and maintenance of laboratory equipment; frequent use of automated systems and peripherals; inventory control; equipment repair and maintenance; and providing technical assistance to administration, faculty and students. This position is distinguished from Technical Assistant by the complexity of staff support services, including the use of independent judgment in the implementation of administrative procedures. Working with students and faculty is an essential function of this position. Specific duties vary depending upon assignment. Supervision may be exercised over Technical Assistants and Work/Study Students. Does related work as required.

EXAMPLES OF WORK: (Illustrative Only)

Explains and/or demonstrates the use of laboratory and/or facility equipment (including computers, printers, audio visual aids, athletic equipment, etc.) to aid students and faculty in various instructional environments;

Ensures labs/facilities, equipment and educational materials are readily available for faculty and student use;

Distributes materials to students as needed and provides students with access to equipment such as computers (i.e. user ID's) and other lab/facility materials by following established administrative and/or classroom procedures;

Performs and/or prepares demonstrations and audio visual aids for faculty and students;

Keeps abreast of and ensures adherence to safety standards in accordance with governing agency requirements within area of assignment;

Maintains cleanliness of laboratories/facilities, as well as utilized equipment such as computer discs, glassware, art materials, etc.;

Maintains storage areas for computer materials, art materials, glassware, chemicals, etc.; follows established safety standards;

Interprets program/class activities to applicants, participants, students and other community groups;

Uses technical skills and independent judgment in using a variety of automated systems and peripherals to perform administrative functions including, but not limited to, departmental support functions, and input and updating of student data relating to admissions, registration, etc.;

Uses automated systems to track and monitor activities in a variety of areas, including but not limited to, admissions, registration, inventory control, student enrollment, etc.;

EXAMPLES OF WORK: (Illustrative Only) (Cont'd.)

Maintains schedules of classes and/or events within area of assignment to ensure classroom availability; makes arrangements for additional classrooms as needed;

Maintains an inventory of supplies/equipment relating to area of assignment;

Prepares and administers laboratory exams;

Prepares mandated reports within area of assignment;

Prepares and submits purchase requisitions for equipment and supplies; may research various reference materials to select the most cost effective and efficient materials for classroom use;

Resolves student problems relating to specific classroom problems and/or scheduling conflicts, admissions, registration, etc.;

Receives and inspects equipment and/or supplies to ensure correct order, quality and condition of items received; approves payment of claims to vendors as necessary;

Maintains contact with vendors to assure that equipment and supplies are adequately stocked and in accordance with agreed specifications;

Assists in preparing and administering budget within area of assignment by tracking use of equipment/materials and keeping detailed records of expenditures to aid in the assessment of departmental laboratory/facility needs;

Performs routine and preventive maintenance and repair of equipment; calls for repairs when needed and maintains logs of same to track billing by outside departments/vendors;

Maintains time and attendance within area of assignment for payroll purposes;

Prepares and distributes pamphlets, leaflets, brochures and other informational material relating to area of assignment;

Uses computer applications and other automated systems such as spreadsheet, word processing, calendar, email and database software in performing work assignments;

Maintains detailed records and files relating to all administrative activities;

May perform other incidental tasks, as needed

FULL PERFORMANCE SKILLS, ABILITIES AND ATTRIBUTES: Good knowledge of principles, practices, terminology and tools and/or equipment used in area of specialization; ability to repair and maintain equipment; ability to give directions to others in the use of laboratory equipment; ability to work effectively with others; ability to maintain clerical records involved in operation; ability to use computer applications such as spreadsheets, word processing, calendar, email and database software; ability to read, write, speak, understand and communicate in English sufficiently to perform the essential functions of the position; thoroughness; integrity; accuracy; physical condition commensurate with the demands of the position.

MINIMUM TRAINING AND EXPERIENCE: Possession of a high school or equivalency diploma and three years of experience in area of specialty.

SUBSTITUTIONS: Satisfactory completion of 30 credits* in area of specialty may be substituted on a year for year basis.

*SPECIAL NOTE: Education beyond the secondary must be from an institution accredited or recognized by the Board of Regents of the New York State Education Department as a post-secondary, degree-granting institution.