

TECHNICAL ASSISTANT - WCC

DISTINGUISHING FEATURES OF THE CLASS: Under general supervision, an incumbent of this class assists in the performance of various support oriented academic duties to assist faculty and staff in instructional laboratories, the library or various other support centers at Westchester Community College. Responsibilities include the operation and maintenance of laboratory equipment; use of automated systems; inventory control; equipment repair and maintenance, and providing technical assistance to administration, faculty and students. Specific duties may vary depending upon assignment. Supervision is not normally a responsibility of this position. Does related work as required.

EXAMPLES OF WORK: (Illustrative Only)

Assists faculty and students in the operation of equipment in student laboratories;

Prepares and administers laboratory examinations;

Assists in the correction of examinations and reports;

Records progress and status of students' achievement under direction of instructors;

Assists students, faculty and patrons in the library in the use of automated systems and peripherals;

Stores and repairs instructional equipment;

Prepares requisitions for supplies and materials as instructed;

Sets up laboratory and machine shop equipment for class use;

Replenishes supplies and checks availability of apparatus for class use;

Performs routine maintenance on equipment;

Performs other ancillary duties, including duties performed in the library, as directed;

Assists with clerical duties;

Assists in the compilation of reports, as required;

Uses computer applications or other automated systems such as spreadsheets, word processing, calendar, e-mail and database software in performing work assignments;

May perform other incidental tasks, as needed.

FULL PERFORMANCE SKILLS, ABILITIES AND ATTRIBUTES: Knowledge of the 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 communicate effectively, both orally and in writing; ability to effectively use computer applications such as spreadsheets, word processing, calendar, e-mail and database software; ability to read, write, speak, understand and communicate in English sufficiently to perform the essential duties 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 one year of experience in area of specialty.

SUBSTITUTIONS: Satisfactory completion of 30 credits* in area of specialty at a recognized college or university* may be substituted for the experience.

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