

ANTELOPE VALLEY COMMUNITY COLLEGE DISTRICT

LAB TECHNICIAN – MATHEMATICS

Salary Range 16

BASIC FUNCTION: Under the direction of the Dean of the Math, Science, and Engineering Division, performs specialized and technical duties to assist in the operation of the mathematics instructional lab.

REPRESENTATIVE DUTIES: *E = indicates essential duties of the position*

- Assists in the operation of the mathematics instructional lab; perform specialized duties to assure efficient lab operation. (E)
- Provides mathematical assistance, through calculus, to students according to established procedures. (E)
- Assists instructors with the proctoring of exams. (E)
- Assists instructors and students in the use of materials and supplies and a variety of instructional software. (E)
- Advises faculty and students on uses of software. (E)
- Inspects and monitors computers to assure efficient operation and reports to the assigned computer technician in case of the need for repair. (E)
- Inspects and monitors lab equipment to assure efficient operation and reports to the assigned supervisor in case of the need for repair. (E)
- Keeps record of students' time spent in the lab. (E)
- Advises, trains, and assigns work to student and hourly assistants. (E)
- Orders, receives and stores supplies, materials, equipment and maintains inventories. (E)
- Prepares various records and reports related to lab operations and activities. (E)
- Maintains the math lab in a safe, clean, and orderly condition. (E)
- Performs other related duties as may be assigned.

EDUCATION AND EXPERIENCE: Any combination equivalent to an associate's degree in mathematics or a closely related field and one year of experience providing tutoring or assistance in mathematics.

KNOWLEDGE OF:

Principles and practices of math instructional lab.

Principles and practices of providing work direction and training.

Record-keeping techniques.

Oral and written communications skills.

Technical aspects of mathematics.

Interpersonal skills using tact, patience and courtesy.

ABILITY TO:

Perform specialized and technical duties to assure efficient math lab operations.

Operate computing equipment.

Provide information and assistance to students and staff.

Inspect learning equipment, computers, and projection systems to determine their operational status.

Plan and organize work.

Work independently with little direction.

Communicate effectively both orally and in writing.

Establish and maintain effective working relationship with others.

Meet schedules and time lines.

Maintain records and prepare reports.

Assure the care and security of assigned equipment, materials and supplies.

WORK DIRECTION, LEAD AND SUPERVISORY RESPONSIBILITIES: Not applicable – no permanent full-time staff to supervise.

CONTACTS: Instructors, student worker, students, vendors, other departmental personnel.

PHYSICAL EFFORT:

May require lifting and carrying moderately heavy boxes.

WORKING CONDITIONS:

Instructional computer/math lab environment.