



Office of Human Resources & Employee Relations

RN 17-09

POSITION: INSTRUCTIONAL ASSISTANT – AERONAUTICS PROGRAMS (AERO) FT/12 Mo.

WORK SCHEDULE: Monday – Thursday: 7:30am – 5:00pm and Friday: 7:30am-11:30am
(Typical hours are 40 hrs. per week. However, schedule is to be determined by the supervisor depending on department needs and college hours of operation)

SALARY: Range 18, \$4,103.72/mo. + benefits

DEADLINE: July 24, 2017

ANTICIPATED START DATE: FALL 2017

BASIC FUNCTION:

Under the direction of the Dean of Technical Education, control parts, tools and supplies in an assigned instructional lab involving airframe and power plant; assist students in a lab setting with technical instructions on the safe use of power equipment and hand tools. Performs other related duties as may be assigned.

REPRESENTATIVE DUTIES: E = indicates essential duties of the position

- Assists students in classroom lecture and lab activities, answer questions and assist with project and worksheets, instruct students in the use of tools, equipment, and safety practices (E)
- Assists in the administration of projects; assists in the preparation of exam, projects, and worksheets (E)
- Issues, collect, and inventories tools and supplies; requisition replacements as required; operate and perform preventative maintenance and repair of tools, aircraft and equipment (E)
- Update and maintain records of attendance according to established procedures (E)
- Fabricate replacement aircraft simulator parts and construct lab work areas such as paint booths (E)
- Update and maintain lab copy of Federal Aviation Administration regulations; assist FAA representative with inspections of programs as required; attend FAA meetings as assigned (E)
- Perform AVC aircraft maintenance to keep aircraft in operable condition for instruction purposes.
- Assists in recruiting students during outreach functions (E)
- Maintain FAA and A&P school facilities drawings current (E)
- Maintain lab computers current with FAA required data
- Check out and retrieve tools from students; clean tools, labs, and equipment (E)
- Assist students in the labs as per Instructors instructions
- Performs other related duties as may be assigned

EDUCATION AND EXPERIENCE: Any combination equivalent to: college level course work in assigned area of specialty and one year experience checking out or working with airframe and power plant tools, parts and equipment.

Annual Security Report is provided by Antelope Valley College for prospective students and employees. A copy of this report is available at <http://www.avc.edu/administration/police/>

LICENSES AND OTHER REQUIREMENTS:

- Mechanic Certificate with Airframe & Power plant rating (A & P mechanic)
- Valid California driver's license
- Valid forklift operator's certificate (Must be able to obtain within one year of employment)

KNOWLEDGE OF:

- Inventory methods, procedures and record-keeping
- Operation, uses, care, calibration, repair and maintenance of airframe & aircraft structures
- Machine shop tools, parts and equipment
- Basic record-keeping techniques
- Technical aspects of field of specialty
- Proper methods of storing equipment, materials and supplies
- Basic computer operation

ABILITY TO:

- Issue proper tools, materials and equipment needed by students and instructors
- Maintain security and records for tool room area
- Establish and maintain cooperative relationships with students and instructors
- Perform basic repair and maintenance of department tools, materials, parts and equipment
- Maintain accurate inventory and repair records
- Operate a computer terminal to input and retrieve data
- Make less complex repairs to electrical equipment
- Read and write at the level required for successful job performance

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

CONTACTS: Co-workers, instructors, students, vendors

PHYSICAL EFFORT:

- Lifting and carrying heavy equipment
- Pushing and pulling
- Bending at the waist
- Dexterity of hands and fingers to operate equipment
- Reaching to demonstrate repair techniques
- Standing for extended periods of time
- Climbing Ladders

WORKING CONDITIONS:

- Shop environment
- Noise and fumes
- Driving a vehicle to conduct work
- Working around and with machinery having moving parts
- Exposure to fumes and gases from vehicle operation and exposure to fluids treated as hazardous waste.

APPLICATION PROCEDURE

To be considered an applicant for a classified position in the Antelope Valley Community College District, all of the following documents must be submitted by close of the HR Office on the deadline date. HR Office Hours: Mon-Thur 7:30am-6:00pm and Fri 7:30am-11:30am.

If any of the listed materials are missing or incomplete, the application will not be considered.

1. A completed and signed Antelope Valley College [Classified Application](#)
2. **Résumé**
3. **Submit transcripts of ALL college work that supports and substantiates the requirements of the position. Transcripts must include verification of degrees conferred (unofficial transcripts or photocopies will be accepted to establish application file). No copies of degree/diplomas will be accepted as proof of college education.**
 - **If coursework was obtained through a non-traditional college setting, please submit certificates.**
4. **Copy of valid Driver's License.**
5. **A copy of Mechanic Certificate with Airplane & Power plant rating.**

The application must be filled out completely and signed. **Do not** indicate “**See Résumé**” on any part of the application. Blank spaces, illegible entries or failure to sign the application may be cause for rejection. The District will not return application materials submitted.

Application forms are available on the AVC web site www.avc.edu or from the Human Resources Office and must be returned to:



ANTELOPE VALLEY COLLEGE

Office of Human Resources
3041 West Avenue K
Lancaster CA 93536
(661) 722-6311

Faxed or emailed materials cannot be accepted.

Unsolicited materials will not be included. Postmarks will not be accepted

A selection committee will screen applications of candidates meeting minimum requirements. **Meeting minimum requirements does not assure the applicant of an interview.** Selection for an interview will be based on your training and experience as outlined in your application. Applicants selected for interviews will be notified by phone. Applicants should not expect notification of the status of their candidacy until the Board of Trustees has acted upon the district's recommendation for employment.

Candidates selected for employment will be required to provide verification of work authorization pursuant to INS regulations.

Antelope Valley College offers an extensive benefit package that includes full-family medical, dental, and vision plans and employee life insurance and income protection policies and eligibility to enroll in the Public Employees' Retirement System.

AVC is an equal opportunity employer