



ANTELOPE VALLEY COLLEGE
invites applications for the position of:

Instructional Assistant, Tech Ed (Automotive) - 10 month | 75% (In- House Transfer ONLY)

SALARY: \$3,213.65 Monthly

DEPARTMENT: Career Tech Ed

**OPENING
DATE:** 01/03/22

**CLOSING
DATE:** 01/10/22 11:59 PM

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IN-HOUSE ONLY: Interested permanent classified employees in the same job classification must submit a Transfer Request Form to Human resources by close of business on the deadline date. Hours not to exceed 30 hours per week. Exact work schedule is Monday - Thursday 2:00 pm to 10:00 pm. Work schedule maybe subject to change by supervisor based on department needs and college hours of operation.

In-house Transfer Request Form, Resume

DESCRIPTION:

Under the direction of the Dean of Technical Education, control parts, tools and supplies in an assigned instructional lab involving automotive, auto body, air conditioning, and/or welding, 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, collects, operates, and performs preventative maintenance and repair of tools and equipment used in the classroom/lab. (E)
- Maintain inventory records of supplies and equipment; prepare requisitions; request bids from vendors; receive and process supplies and equipment utilizing a computerized record system.
- Update and maintain records of attendance and grades according to established procedures. (E)
- Fabricate and construct lab work areas in accordance with subject specialty. (E)

- Assists in recruiting students during outreach functions. (E)
- Maintain lab computers current with required data.
- Check out and retrieve tools from students; clean tools, labs, and equipment. (E)
- Coordinates and performs the ordering, receiving, distribution, use and disposal of hazardous materials in the classroom/lab.
- Assist students in the labs as per Instructors instructions.
- Performs other related duties as may be assigned.

MINIMUM QUALIFICATIONS:

EDUCATION AND EXPERIENCE: Any combination equivalent to:

- college level course work in assigned area of specialty and
- one year experience (in area of specialty) checking out **or** working with automotive, auto body, machine shop, air conditioning, and/or welding, tools, parts and equipment.

LICENSES AND OTHER REQUIREMENTS: (Must be able to obtain within first 90 days of employment)

- Valid California driver's license.
- Valid forklift operator's certificate.

KNOWLEDGE OF:

- Inventory methods, procedures and record-keeping.
- Operation, uses, care, calibration, repair and maintenance of auto body, air conditioning, welding and machine shop tools, parts and equipment.
- Basic record-keeping techniques.
- Technical aspects of field of specialty.
- Proper methods of storing equipment, materials, supplies and hazardous materials.
- 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.

OTHER INFORMATION:

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.

WORKING CONDITIONS:

- Shop environment.
 - Noise and fumes.
 - Driving a vehicle to conduct work.
 - Working around and with machinery having moving parts.
 - Possible exposure to fumes and gases from vehicle operation.
 - Exposure to hazardous materials.
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EQUAL OPPORTUNITY EMPLOYER:

Antelope Valley College prohibits discrimination and harassment based on race, religious creed, color, national origin, ancestry, physical disability, mental disability, medical condition, marital status, sex, age, or sexual orientation. Upon request, we will consider reasonable accommodations to permit individuals with protected disabilities to (a) complete the employment or admission process, (b) perform essential job functions, (c) enjoy benefits and privileges of similarly-situated individuals without disabilities, and (d) participate in instruction, programs, services, activities, or events.

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/>

APPLICATIONS MAY BE FILED ONLINE AT:
<https://www.schooljobs.com/careers/avc>

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Position #RN21-82
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(AUTOMOTIVE) - 10 MONTH | 75% (IN-HOUSE
TRANSFER ONLY)
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