



Office of Human Resources & Employee Relations

ANNOUNCEMENT OF CLASSIFIED POSITION

POSITION: Instructional Assistant – Technical Education **12 months**
(Automotive) **RN 17-27**

WORK SCHEDULE: Monday – Friday:7:30a m-5:30pm
(Hours not to exceed 40 hrs per week. Exact work schedule to be determined by supervisor based on department needs and college hours of operation.)

SALARY: Range 16, \$3,894.99/mo. + benefits

DEADLINE: August 29, 2017

START DATE: September 29, 2017

BASIC FUNCTION:

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 and grading 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 and grades according to established procedures. (E)
- Fabricate and construct lab work areas such as paint booths. (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)
- 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 (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: (If hired, must be able to obtain within 90 days from hire)

- 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 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.

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 no later than 4:30 p.m. on the deadline date.

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. Cover letter addressing your interest and qualifications
3. Résumé
4. **Transcripts:** College level coursework or a degree **IS** required (AS DESCRIBED) in the job announcement under “Education and Experience”:
 - a. Submit transcripts of all college-level coursework as required (unofficial transcripts or photocopies will be accepted to establish the application file).
 - b. No copies of degree/diplomas will be accepted as proof of college education.
 - c. Official documents will be required if the candidate is offered the position.
 - d. If “coursework” requirement is satisfied from a non-traditional college setting, submit photocopies of certificates earned that apply to the position only.

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:



**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.

*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.*

AVC is an equal opportunity employer