



Office of Human Resources & Employee Relations

**ANNOUNCEMENT OF CLASSIFIED POSITION**

**POSITION:** Laboratory Technician – Mathematics **Full time, 12 months  
RN17-10**

**WORK SCHEDULE:** Monday – Thursday: 8:00am – 5:30pm  
Friday: 8:00am – 12 noon  
(Hours not to exceed 40 hrs per week.)

**SALARY:** Range 16, \$3,835.17/mo. + benefits

**DEADLINE:** July 10, 2017

**ANTICIPATED START DATE:** Summer 2017

**BASIC FUNCTION:** Under the supervision of the Dean of Mathematics, Sciences, 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.

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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/>

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**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 workers, students, vendors, other departmental personnel.

**PHYSICAL EFFORT:**

- May require lifting and carrying moderately heavy boxes

**WORKING CONDITIONS:**

Instructional mathematics computer lab environment.

## **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 6:00pm Mon-Thurs and 11:30am on Fridays of 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:**
  - 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.

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.

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



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

Office hours: Monday-Thursday (7:30 am – 6:00 pm)  
Friday: (7:30 am – 11:30 am)

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.

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**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.***