



ANTELOPE VALLEY COLLEGE
invites applications for the position of:

Instructional Assistant Aeronautics (Re-advertised)

SALARY: \$4,200.86 Monthly

DEPARTMENT: Career Tech Ed

OPENING DATE: 06/17/20

CLOSING DATE: 07/17/20 11:59 PM

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Hours not to exceed 40 hours per week. Exact work schedule to be determined by supervisor based on department needs and college hours of operation.

July/August 2020 (Deadline extended to 7/17/20)

Cover Letter, Required License/Certificate, Resume, Transcripts Confirming all Course work

DESCRIPTION:

BASIC FUNCTION:

Under the direction of the Dean of Technical Education, control parts, tools and supplies in an assigned instructional lab involving the AFAB and AFMT aeronautical programs; 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, and inventories tools and supplies; requisition replacements as required; operates and performs preventative maintenance and repairs tools, aircraft and equipment. (E)
- Update and maintain records of attendance according to established procedures. (E)
- Fabricate replacement of aircraft structural parts and construct and prepare structure and composite lab project parts/packets. (E)
- Update and maintain the various lab copies of Safety Data Sheets (SDS) and industry requirements and standards; assist industry representatives with inspections of programs as required; attend industry meetings as assigned.
- Perform maintenance to lab equipment and tooling to keep aeronautical labs in operable condition for instruction purposes at the facilities.
- Assists in recruiting students during outreach functions. (E)
- Maintain aeronautical labs at the facilities and keep all industry standard documentation current. (E)
- Maintain lab computers current with industry required data and standards.
- Check out and retrieve tools from students; clean tools, labs, and equipment. (E)
- Assist students in the labs as per the instructor's instructions.
- Coordinates and performs the ordering, receiving, distribution, and disposal of hazardous chemicals used in the aeronautical structures and composites labs at the facilities.
- Coordinates with industry partners/faculty in receiving donations; inventories and distributes donations according to the needs of the labs/faculty.
- 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 checking out or working with aircraft structural and/or composite tools, parts and equipment.

LICENSES AND OTHER REQUIREMENTS:

- Aviation Technician Certificate in Structures AND Composites.
- 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 structures.
- Machine shop tools, parts and equipment.
- Basic record-keeping techniques.
- Technical aspects of field of specialty.
- Proper methods of storing hazardous chemicals, 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.

OTHER INFORMATION:

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

CONTACTS: Co-workers, instructors, students, industry partners and 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.
- Hazardous chemicals.
- 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

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:

<http://www.avc.edu>

3041 West Avenue K
Lancaster, CA 93536
(661) 722-6300
(661) 722-6311

<http://www.schooljobs.com/careers/avc>

Position #RN19-66
INSTRUCTIONAL ASSISTANT AERONAUTICS (RE-
ADVERTISED)
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