

**INDIAN HILLS COMMUNITY COLLEGE
VACANCY ANNOUNCEMENT/JOB DESCRIPTION**

July 22, 2010

I. Policy Title: Lab Assistant, Advanced Technology

II. Code Number: CL513901.LAB

III. Minimum Job Requirements:

- Associate of Applied Science preferred. Equivalent experience acceptable.
- Three years of work experience preferred.
- Ability to get along well with staff and students.
- Ability to work flexible hours as needed.
- Ability to perform maintenance on some or all of the following items: electronic and diagnostic lab equipment, computer systems and peripherals, robots, lasers, machine tool controls, etc.

IV. Job Summary:

Under the supervision of the Department Chairperson of Manufacturing and Industrial Technology programs, this person will serve as a lab assistant for all ATC programs.

V. Work Performed:

- A. Repair, maintain and calibrate lab equipment in the Advanced Technology labs.
- B. Substitute teach as needed.
- C. Order, maintain and control an inventory of supplies and equipment for all Advanced Technology Labs.
- D. Repair and maintain computers and peripherals in cooperation with the IHCC/IT department.
- E. Maintain the inventory of all equipment in the Advanced Technology Center.
- F. Oversee general lab facilities and activities.
- G. Maintain proper classrooms and lab configurations/arrangements in the Advanced Technology Center.

- H. Maintain professional appearance of office and laboratory areas. Move equipment and furnishings as needed.
- I. Maintain A/V equipment in the Advanced Technology Center in coordination and cooperation with the IHCC A/V Coordinator.
- J. Supervise lab assistants (work study) activities in the Advanced Technology Center.
- K. Represent the College in the most positive manner with prospective, former and current students, clients, suppliers and the community.
- L. Meet all assigned classes and office commitments as scheduled.
- M. Keep accurate inventories of equipment and supplies and submit requisitions for needed materials.
- N. Meet the standards of the college's Quality Faculty Plan.
- O. Maintain regular and consistent attendance at work.
- P. Other duties as may be assigned.

- VI. Responsible To:** Department Chairperson(s), Advanced Technology
- VII. Position Level:** Para Professional, Level III, Non-Exempt, Traditional Funding, at will employment on a letter of employment.
- VIII. Start Date:** August 2010
- IX. Position:** Replacement – Mark McVey
- X. Term/Year:** 4 term, part time
- XI. Schedule:** 4.5 hrs/day Monday-Thursday 12 - 4:30 p.m.
- XII. Funding Year:** August 26
- XIII. Funding:** GSUP 10-2-5901-01-55100 100%
- XIV. Wage:** \$15.12 - \$17.85/hr.
- XV. Closing Date:** Application materials must be received in the IHCC Human Resources Office no later than 4:45 p.m. August 12, 2010.
- XVI. Application:** Send letter of Application and Resume
Human Resources
Indian Hills Community College
525 Grandview Ave.
Ottumwa, IA 52501

Email: hr@indianhills.edu