

	SALARY	ISSUED: <u>1/03</u>
		Supercedes <u>6/93</u>
TITLE: <u>Self-Instruction Coordinator</u>	SCHEDULE: <u>Staff</u>	CLASS
	SALARY	CODE: <u>SA522</u>
UNION: <u>Staff Association - Local 2071, U.A.W.</u>	GRADE: <u>6</u>	EEO
		CODE: <u>50</u>
	FLSA: <u>Non-Exempt</u>	E-
		CLASS: <u>SA</u>

POSITION PURPOSE

Coordinate, maintain and distribute learning and testing materials to students and faculty in learning and skills resource labs. Perform specific work routines necessitating the ability to organize and operate audio-visual materials and instructional equipment in a service unit of a School or College.

ESSENTIAL JOB FUNCTIONS

- Distribute audio-visual and educational material to staff and students. Monitor the distribution and reservation of learning resource materials on reserve, i.e., audiocassettes, videotapes, slides, computer software, written publications and course notes, etc. Maintain records of distribution and receipt of materials; assess and collect overdue fines.
- Maintain material and equipment for distribution and use by others. Ensure adequate stock and assortment of materials is available for completion of required activities by students; duplicate learning materials. Gather and label activity equipment; maintain record of facility and/or materials usage. Perform routine maintenance and cleaning on audio-visual and learning lab equipment; purge learning material and equipment as necessary to ensure distribution of correct course material.
- Assist staff and students with audio-visual, computer software and lab equipment usage. Instruct on equipment operation. Advise on when materials will be available or due back; ensure materials are signed out properly. Inspect materials and laboratory equipment to ensure availability and proper operation. Schedule appointments for students and faculty to complete required laboratory activities.
- Receive and catalog new learning materials and equipment. Distribute, proctor and correct objective course examinations; provide students with test scores and retests as necessary; inform students of laboratory and self instruction requirements. Track student progress in completing course requirements, post test scores and maintain records of same; follow-up with students as appropriate.
- Provide functional supervision to a small number (1-3) of student and part-time personnel. Assign, schedule, monitor and review work activities. Train in appropriate methods and procedures. Maintain and ensure adequate inventory levels of equipment and supplies; recommend and initiate paperwork for equipment procurement.
- Perform related work as assigned.

ADDITIONAL COMMENTS

This classification level provides responsible and independent support to a School or College by performing tasks coordinating, maintaining and distributing audio-visual and laboratory equipment and self-instructional materials. Duties are specific in nature, but an awareness of related activities is essential. Work activities are dictated by established routines, but the incumbent must handle them based on information learned through exposure or prior experience. Functional supervision may be provided to part-time and/or temporary positions. Incumbents must exercise keen attention to detail and the ability to communicate effectively with University personnel as well as students. This classification reports to and receives work direction from a management level position.

MINIMUM QUALIFICATIONS

- High school graduate.
- Reasonable knowledge of established policies and procedures relating to the distribution and maintenance of audio-visual and laboratory equipment and learning materials.
- Ability to operate standard office equipment, including audio-visual equipment.
- Ability to demonstrate use of audio-visual and teaching laboratory equipment.
- Ability to communicate effectively with others.
- Some knowledge of library catalog techniques desirable.
- Typically, incumbents have held positions distributing materials to others.