

TITLE: Senior Self-Instruction Coordinator SALARY SCHEDULE: Staff ISSUED: 1/03
UNION: Staff Association - Local 2071, U.A.W. SALARY GRADE: 8 CLASS CODE: SA559
EEO CODE: 50
FLSA: Non-Exempt E-CLASS: SA

POSITION PURPOSE

Coordinate, maintain, demonstrate and distribute learning and testing materials relating to course content to students and faculty utilizing learning and skills resource laboratory in a School or College. Serve as a seasoned resource providing technical assistance to students and faculty in operating a variety of audio-visual, laboratory instructional equipment and computer software.

ESSENTIAL JOB FUNCTIONS

- Maintain, distribute and monitor audio-visual, laboratory instructional equipment and educational materials to students and faculty. Oversee operation, distribution, reservation and receipt of learning materials, e.g., audiocassettes, videotapes, slides, video cameras, written publications, course notes, computer software. Maintain appropriate records; assess and collect overdue fines. Assist in the development of laboratory operational requirements; may establish opening and closing hours.
- Monitor and maintain availability of learning materials and operability of laboratory equipment and instructional materials. Duplicate learning materials to ensure adequate stock and assortment of materials are available to students; purge learning materials and equipment to ensure availability of current products. Gather and label activity equipment; develop and maintain usage records of laboratory facility equipment and materials; perform routine inspection, maintenance and cleaning of audio-visual and laboratory equipment to ensure proper operation and availability.
- Assist students and faculty with operation of audio-visual, learning resource laboratory equipment and computer software. Inform students and faculty on laboratory operational services and self-instruction requirements; provide information on equipment and instructional material availability, usage and return policies; monitor distribution (sign out) of materials. Schedule laboratory usage hours for students and faculty; ensure area is alarmed and secure; notify public safety of problems.
- Receive and catalog new learning materials and laboratory equipment. Distribute, proctor and correct objective course examinations; provide students with test scores and retests as necessary. Track student progress in completing course requirements, post test scores and maintain appropriate records; follow-up with students as appropriate.

- Maintain and monitor equipment and supply inventory; recommend procurement of new materials; prepare paperwork. May oversee and monitor related budget and prepare reports as needed.
- Provide functional supervision over a medium number (3-5) of student and part-time personnel. Assign, schedule, monitor and review work activities. Train in appropriate methods and procedures.
- Perform related work as assigned.

ADDITIONAL COMMENTS

This senior classification level is designed to independently coordinate multiple learning resource operations and labs to provide technical assistance to students and faculty in laboratory equipment, audio-visual and computer software usage. Work activities require understanding technical procedures and operating specialized equipment. Functional supervision is exercised over several student and part-time temporary personnel. Incumbents need to possess strong organizational and communication skills and the ability to communicate effectively with students and faculty. This classification reports to and receives work direction from a management level position.

MINIMUM QUALIFICATIONS

- High school graduate.
- Reasonable knowledge and experience operating audio-visual and instructional equipment and learning resource materials.
- Some knowledge and experience operating a learning or skills resource laboratory.
- Ability to demonstrate use of audio-visual, technical equipment and computer software.
- Ability to communicate effectively with others.
- Strong organizational skills and keen attention to detail.
- Some supervisory experience preferred.
- Typically, incumbents have held positions in a learning resource laboratory.