PALO VERDE COMMUNITY COLLEGE DISTRICT
TECHNOLOGY INSTRUCTIONAL AIDE
(Part-Time)

NATURE OF THE POSITION:

The Technology Instructional Aide, working under the direct supervision of the Vice President of Instruction and Student Services, or designee, assists with technology duties in the classroom or laboratory. The Technology Instructional Aide may help various faculty members on an as needed basis to be determined and scheduled by the Office of Instructional Services.

ACCOUNTABILITY OBJECTIVES:

1. Assist faculty members with technological issues concerning The Bridge or the ITV system.
2. Respond to faculty needs concerning technological issues, on in-class instruction regardless of the mode of delivery.
3. Ensure the classrooms are ready for faculty to conduct their class using the ITV equipment and The Bridge.
4. Assist students with the proper use of The Bridge.
5. Assist students in learning the proper use of equipment assigned to the specific subject area.
6. Performs other duties as assigned.

REQUIRED QUALIFICATIONS:

1. High school graduate or GED.
2. Knowledge and experience working with a variety of computer hardware and software programs.
3. Ability to work cooperatively with others and to use sound judgment.
4. Ability to pass the college employment tests as needed.
5. Physical ability to work effectively in an environment which is typical of this position.
6. Bilingual ability in English and Spanish is desirable.

CLASSIFICATION/BENEFIT AND POSITION STATUS:

Classification 3 of the Classified Salary Schedule. Part-time, not to exceed 19 hours per week. Working months will be dependent on the Instructor's teaching schedule and program funding.