

Instructional Assistant, Automotive Laboratory  
Copper Mountain College

Direct Link: <https://www.AcademicKeys.com/r?job=234831>

Downloaded On: May. 21, 2024 1:21pm

Posted Apr. 17, 2024, set to expire Aug. 13, 2024

**Job Title** Instructional Assistant, Automotive Laboratory  
**Department** Academic Services  
**Institution** Copper Mountain College  
Joshua Tree, California

**Date Posted** Apr. 17, 2024

**Application Deadline** Open until filled  
**Position Start Date** Available immediately

**Job Categories** Professional Staff

**Academic Field(s)** Administration - Other

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**Job Description**

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**Instructional Assistant, Automotive Laboratory**

**Salary:** \$17.96 - \$27.17 Hourly

**Job Type:** Part-Time

**Department:** Academic Services

**Closing:**

**Location:** Joshua Tree, CA

**Job Number:** ALT04152024

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### Position Description

Under general supervision of the Dean of Instruction, provide a variety of instructional assistance to students and faculty in a classroom or laboratory environment; provide instructional assistance in the use of equipment, computers and software applications; maintain and prepare biological, chemical, geological and physical materials for lab use; perform clerical duties to support the instructional program; perform related duties as assigned.

This position is 20 hrs/ week, 10 months/ year.

**\*\*Please attach your transcripts, resume and cover letter in order for your application to be considered.\*\***

### Duties and Responsibilities

- Assist individual and small groups of students in an instructional setting; respond to questions concerning assigned subject matter, equipment usage and other related concerns and issues; tutor students in accordance with established guidelines.
- Assist supervisor and faculty in the organization, preparation and presentation of instructional materials; monitor stock of laboratory materials and order supplies when needed.
- Maintains lab storage room in accordance with OSHA, Flinn standards and safety guidelines.
- Know and follow procedures for handling and disposal of Properly and safely handle and dispose of biological, chemical, geological and physical materials.
- Know and follow procedures for handling and disposal of hazardous materials.
- Care for live arachnids, insects, and plant matter and preserve perished specimens.
- Assist in overseeing and guiding assigned activities and learning sessions.
- Research existing and new experiments regarding supplies, equipment, procedures and practices.
- Prepare a variety of instructional materials; set up and operate various audio-visual, computer and other teaching aids as assigned; assist students in utilizing instructional equipment and program materials; orient and monitor students in the use of personal computers; remain current concerning instructional software.
- Maintain, troubleshoot and recalibrate teaching equipment and instruments.
- Maintain assigned lab or classroom in a friendly, safe, clean and orderly condition.
- Maintain functioning and stock for safety items such as first aid kits, eyewash station, fire

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blankets, fume hoods, vents and safety showers.

- Order and distribute supplies, tapes and materials; maintain accurate inventory of supplies, materials and equipment of assigned department or program; issue and receive instructional materials for assignments.
- Monitor area of budget pertaining to science lab for efficient expenditures, accuracy, and timeliness of supply purchases.
- Update software, licensures, and computers.
- Troubleshoot and perform minor maintenance to lab equipment; contact appropriate people to arrange for equipment repair.
- Administer, evaluate and mark tests; monitor study areas; research and compile data for projects and reports; assist in developing new procedures and forms as necessary.
- Maintain accurate records of student progress and attendance; maintain various student files as assigned.
- Perform a variety of clerical duties including answering telephones, preparing instructional materials and other related duties; register new students as assigned; prepare, update and store student class records and files including scores, grades, progress and attendance.
- Perform janitorial duties as needed within science department only.
- Perform related duties as assigned.

### Qualifications

#### EMPLOYMENT STANDARDS:

- **Education and Experience**: Any combination equivalent to graduation from high school supplemented by two years of college-level course work in related field with significant course work in Automotive and one (1) year tutoring or related experience. Community college experience preferred.
- **Knowledge of**: Instructional materials and tutorial techniques; basic reference materials and effective study techniques; record-keeping techniques; modern office practices, intermediate skill to operate printer, scanner, and copier; procedures and equipment; proper methods of storing equipment, materials and supplies; technical aspects of field of specialty; interpersonal skills using tact, patience and courtesy; principles of basic math including arithmetic and algebra; methods and techniques of basic tutoring; and basic intermediate knowledge of MS Office, Outlook 2016 and other computer operations and use.

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**Required Documents:**

- A current and complete resume.
- Transcripts are required. Student copies of transcripts are acceptable; however, official copies will be required if hired.
- Cover letter.

**Tentative Timeline:**

First consideration will be given to candidates who apply by **May 7, 2024**. Applications will be accepted until the job posting is removed.

*Applications will be reviewed in the order in which they are received. Based on the number of applications received, this posting may close without notice.*

\*All dates are subject to change based on availability

**Supplemental Information**

**PHYSICAL CHARACTERISTICS:**

- Vision sufficient to read computer screens and handwritten and printed documents.
- Speech and hearing sufficient to assist students by giving and receiving information.
- Manual dexterity to operate a variety of instructional equipment and material.
- Ability to sit or stand for long periods of time.
- Able to lift and move supplies, materials, furniture and equipment up to 25 pounds.
- Must be in sufficient respiratory health to be able to wear a respiratory mask.

**PERSONAL CHARACTERISTICS:**

- Must be able to exhibit a pleasant, cooperative attitude producing positive results when interacting with students and faculty.
- Must be willing to work as a team player who is friendly, reliable, thorough and sensitive.
- Must be able to maintain a calm behavior under pressure.
- Able to take direction from more than one person.

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- Flexible to changing needs and schedules.

**WORKING CONDITIONS:**

- Busy laboratory or classroom environment. Working directly with biological, chemical, geological and physical materials. Constant interruptions. May be noisy due to multiple instructional activities taking place in one location.

**Equal Opportunity Statement**

Copper Mountain College is committed to Equal Employment Opportunity for all persons and to provide educational and employment opportunities free from discrimination on the basis of ethnic group identification, gender identification, national origin, religion, age, veteran status, sex, race, color, ancestry, sexual orientation, or physical or mental disabilities, and other physical or verbal conduct. Inquiries regarding compliance and/or grievance procedures may be directed to the School District's Title IX Officer and/or Section 504/ADA Coordinator.

To apply, please visit <https://www.schooljobs.com/careers/cmccd/jobs/4456463/instructional-assistant-automotive-laboratory>

**Contact Information**

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

**Contact**

Academic Services  
Copper Mountain College

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