

Instructional Assistant / Graphics  
San Diego Community College District

Direct Link: <https://www.AcademicKeys.com/r?job=242317>

Downloaded On: Aug. 10, 2024 3:22pm

Posted Jul. 29, 2024, set to expire Aug. 12, 2024

**Job Title** Instructional Assistant / Graphics  
**Department** School of Arts, Hum, Comm & Telecomm  
**Institution** San Diego Community College District  
San Diego, California

**Date Posted** Jul. 29, 2024

**Application Deadline** 08/12/2024

**Position Start Date** Available immediately

**Job Categories** Professional Staff

**Academic Field(s)** Fine Arts - Other

**Apply Online Here** <https://apptrkr.com/5471235>

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**Job Description**

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**Instructional Assistant / Graphics**

**San Diego Community College District**

**Closing Date:** 8/12/2024

**Position Number:** 00120114 and 010284

**Location:** San Diego City College

**Position Type:**

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Classified

**The Position:**

Posting Details (Default Section)

Closing Date: 08/12/2024

Open Until Filled: No

Classification Title: Instructional Assistant / Graphics

Working Title: Instructional Assistant / Graphics

Location: San Diego City College

**Pay Information**

Position for 0.5 FTE

Range 19-(\$2,737.16-\$3,034.74) per month based on 0.5 FTE from the 2024 1.0 FTE Classified salary schedule. New employees will begin on Step I (\$2,737.16). Step placement is non-negotiable. Promoted or transferred employees will be placed as specified in the CBA. This position is FLSA Non-exempt (may accrue overtime). Excellent Benefits are provided to all Contract employees with assignments greater than, or equal to, 50% (0.50 FTE) and all eligible dependents. A temporary probationary period will apply to the employee entering this assignment. The SDCCD Employment Web Page provides a link to employee collective bargaining agreements/handbooks and more information about terms and conditions of employment to include salary and benefits.

Position Equivalent FTE: 0.50

FTE No. Months: 11 and 12 months

Position Number: 00120114 and 010284

FLSA Status: Non-Exempt (accrues overtime)

Position Type: Classified

Bargaining Unit: AFT - Classified Professionals

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Range: 19

Department: School of Arts, Hum, Comm & Telecomm

**The Position**

Applications are currently being accepted for an Instructional Assistant/Graphics in the Design Program at San Diego City College. One of three colleges in the San Diego Community College District, City College is an urban campus dedicated to the precepts of Social Justice, Diversity, Equity, and Inclusion. The college is minutes away from a world-class zoo and Balboa Park, and provides academic and vocational offering to meet the needs of a diverse student population. The position is for 20 hours per week. There are two positions, one is 11 months and the second is 12 months. Selected candidate must be willing to adjust work days/hours based on the department's need. While the current vacancy is at City College, applicants should understand that they are subject to assignment as any District facility at the option of the Chancellor.

The Instructional Assistant (IA), Graphic Design at San Diego City College provides instructional assistance to students and instructors in an instructional lab setting designated for the Design program. The incumbent operates independently and performs a wide variety of technical support duties, requiring training and/or experience in the field of design. The incumbent will:

- Oversee technical aspects of design computer labs and production labs.
- Work on design, production, and evaluation of programs and use of multimedia software, materials, and equipment to deliver instruction, services, and related training/information activities.
- Work with computer systems and software.
- Coordinate the design of graphic materials, websites, sets, and lighting for photography production.
- Design and implement technical media facilities in conjunction with the use of complete range of multimedia equipment and production of other media materials.
- Test, adjust, and maintain media production equipment.
- Apply principles, practices, procedures to equipment of multimedia programs and production.
- Install, align, modify, and repair computer and media equipment; perform preventive maintenance.
- Prepare specifications for audio-visual and/or design equipment and software; review computing and AV outlay requests; coordinate preview service for their purchase selection.
- Control loan service for classroom instruction: prepare and issue materials and equipment for student and faculty use; maintain records of materials and loaned equipment.
- Maintain and instruct students in use of specialty equipment such as laser engraver, risograph

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- printer, large format printer, silkscreen equipment, vinyl plotter, and photography equipment.
- Work with Design faculty to maintain design labs to function during class time and open lab sessions.
  - Maintain an understanding of design concepts and software to help students with assignments.
  - Demonstrate understanding of design software including: Adobe Photoshop, Adobe Illustrator, Adobe InDesign, Adobe After Effects, Adobe Lightroom, and Figma
  - Work with Design faculty to ensure materials and supplies are purchased for the program monitoring budget expenditures using computer software.

Classification Description: Click [here](#) for description.

If you would like to open the link in a different tab or window, right click and select the option.

### **Desired Qualifications**

In addition to the position description and the duties listed in the classification description, the incumbent is expected to have or achieve the following desired qualifications within six (6) months of placement in the assignment:

- Analyze situations effectively and adopt effective courses of action.
- Assemble, maintain, and repair multimedia hardware and peripheral equipment.
- Assess and evaluate new state of the art media hardware and software for department use.
- Assist students in understanding and applying basic principles of design.
- Communicate effectively both orally and in writing for production scripting and communication for all campus/district and public relations.
- Coordinate and organize work assignments related to design facilities.
- Demonstrate competence in the field of digital media and design.
- Develop and meet schedules and timelines in support of all programs.
- Ensure the care and security of assigned equipment, materials, and supplies.
- Establish and maintain effective and cooperative working relationships with others.
- Explain work assignments to students.
- Issue and receive equipment and supplies
- Plan and enter purchasing requests to support the program.
- Learn and apply techniques of precise measurement and notation.
- Maintain records and prepare reports.
- Make simple arithmetic calculations.
- Meet schedules and timelines.
- Plan and organize work.

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- Relate effectively with people from varied cultural and socio-economic backgrounds.
- Train and provide work direction to others.
- Understand and follow oral and written directions.
- Work cooperatively with others.
- Work independently with little direction.

### Training and Experience

Any combination of training and experience equivalent to satisfactory completion of fifteen (15) units of courses related to media production and at least two years of successful work experience in the field of design. Experience in an educational setting is desirable.

Foreign Degree: Applicants with foreign degrees from colleges or universities outside of the United States must have their coursework evaluated by a professional association that is a member of the National Association of Credential Evaluation Services ([NACES](#)) or Academic Credentials Evaluation Institute, INC. ([ACEI](#)). A copy of the evaluation must be submitted with your online application.

Commitment to Diversity: All applicants must have demonstrated cultural competency and sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, gender identity, sexual orientation, and ethnic backgrounds of community college students, faculty and classified professionals.

Special Instructions to Applicants: To ensure **full** consideration, qualified candidates must submit a **complete** online application that includes the items listed (extraneous material will not be reviewed). References to resumes or other uploaded documents within the online application will be considered an "incomplete" application; please enter "N/A" if any section does not apply.

1. Complete online application;
2. Letter of Interest (limit to one page);
3. Resume;
4. Graphic Design Portfolio (PDF or website link) - submit a portfolio showcasing your work;  
AND,
5. Three (3) references listed in within the online application.
6. Unofficial Transcripts (optional).
7. Foreign Degree Evaluation (if applicable).

**Important:** To ensure consistency and fairness to all candidates, please do not submit materials other than those requested (i.e., personal photo, articles you've written, etc). Please only upload requested

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documents using respective document name labels. Uploading extraneous materials, unless specifically requested within this posting, may result in your application not being reviewed. Only complete application packets will be forwarded to the committee.

- Application materials sent via mail, fax, or email will **not** be accepted.
- Note that correspondence, including interview invitations, will be sent to you via email.
- All inquiries, nominations and applications will be held in the strictest confidence.

**Conditions of Employment:**

**SELECTED CANDIDATE IS REQUIRED TO COMPLETE THE FOLLOWING PRIOR TO EMPLOYMENT:**

- Submit "official" college transcripts as stated on application (even if a degree is not a requirement for this position);
- Provide a Certificate of Tuberculosis Exam for initial appointment (Note: The certificate must be renewed every 4 years as a condition of continuing employment);
- Have fingerprints taken by a Live Scan computer at the District's expense (Clearance must be received prior to first day of employment);
- Present original documents for proof of eligibility to work in the United States **as required by the I9 Employment Eligibility Verification form**; AND,
- Attend a new hire processing appointment in People, Culture, and Technology Services located at the District Administrative Offices.

**EMPLOYMENT AFTER RETIREMENT**

If you accept a contract (permanent) position with SDCCD and are a retired annuitant with CalPERS or CalSTRS, you must reinstate from your retirement system. Please reference the [CalPERS](#) or [CalSTRS](#) website for further information.

**EMPLOYEE BENEFITS**

SDCCD provides a comprehensive fringe benefit package for its full-time classified employees. The District contributes toward the cost of the premium (including dependent coverage) for the medical insurance plan options. Additional benefits include dental, vision, sick leave, vacation and opportunities for professional development. Contract employees become members of the California Public Employees' Retirement System (CalPERS) upon appointment.

Posting Number: CL01683

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**Major Responsibilities:**

**Qualifications:**

**Desired Qualifications:**

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To apply, visit: <https://www.sdccdjobs.com>

*All applicants must have demonstrated cultural competency and sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, gender identity, sexual orientation, and ethnic backgrounds of community college students and staff.*

### Contact Information

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

### Contact

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