

Instructional Center Technician
Rancho Santiago Community College District

Direct Link: <https://www.AcademicKeys.com/r?job=246111>

Downloaded On: Oct. 5, 2024 4:14am

Posted Sep. 30, 2024, set to expire Oct. 18, 2024

Job Title	Instructional Center Technician
Department	Continuing Education
Institution	Rancho Santiago Community College District Santa Ana, California
Date Posted	Sep. 30, 2024
Application Deadline	10/18/2024
Position Start Date	Available immediately
Job Categories	Professional Staff
Academic Field(s)	Administration - Other
Apply Online Here	https://apptrkr.com/5680424
Apply By Email	
Job Description	

Image not found or type unknown



Instructional Center Technician

Rancho Santiago Community College District

Salary Range: Grade 7: \$51,781.46 - \$66,175.00

Job Type: Full Time

Job Number: CL24-01027

Instructional Center Technician
Rancho Santiago Community College District

Direct Link: <https://www.AcademicKeys.com/r?job=246111>

Downloaded On: Oct. 5, 2024 4:14am

Posted Sep. 30, 2024, set to expire Oct. 18, 2024

Location: Orange, CA

Division: SCC Continuing Education

Closing: 10/18/2024 5:00 PM Pacific

Job Description

CLASS SUMMARY

Under general supervision - operates an instructional center by overseeing and maintaining learning equipment, assisting students in usage of the center and performing clerical duties; performs related duties as required.

REPRESENTATIVE DUTIES

Orients students by proper operation of instructional equipment which may include CRT computer terminals or tape recorders; maintains inventory and records usage of equipment by students; may administer and score tests and explain test results to students; performs related clerical duties including recording attendance and performance, typing instructional materials, filing, maintaining supplies inventory; maintains a proper learning environment; provides minor maintenance and cleaning of equipment; may assist instructor(s) by providing tutorial assistance to students; may maintain file of tapes; may supervise student aides or part-time instructional center technicians.

ORGANIZATIONAL RELATIONSHIPS

This classification reports to various Deans and may supervise student aides or part-time instructional center technicians. This classification works with students and faculty in the instructional center setting.

KNOWLEDGE AND ABILITIES

Knowledge of: operation and minor maintenance of instructional center equipment which may include computer terminal or other visual and audio equipment; oral and written English; record keeping, clerical and general office procedures. It may be desirable to have knowledge of the content area of the course(s) being taught in the instructional center and knowledge of the principles of tutoring.

Ability to: learn, operate, explain operation of, and provide minor maintenance on instructional center

Instructional Center Technician Rancho Santiago Community College District

Direct Link: <https://www.AcademicKeys.com/r?job=246111>

Downloaded On: Oct. 5, 2024 4:14am

Posted Sep. 30, 2024, set to expire Oct. 18, 2024

equipment which may include computer terminal or other visual and audio equipment; establish and maintain effective relationships with instructors, employees and students; be sensitive to students from diverse backgrounds; understand and follow oral and written instructions; maintain a proper learning environment; perform clerical, filing and supporting duties; operate office equipment; administer and score objective tests; be responsible for the day-to-day operations of an instructional center. It may be desirable to have the ability to work well with tutor and assist students.

Job Qualifications

MINIMUM QUALIFICATIONS

Training and Experience

Any combination of training and/or experience equivalent to 6 months of responsible clerical experience.

ABOUT RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT

Rancho Santiago Community College District (RSCCD) is one of the most established districts in the state and has been in operation for nearly 50 years. Located in the heart of Orange County, it is one of the largest of California's 72 community college districts, based on the number of credit and non-credit students. RSCCD encompasses 25 percent of Orange County's total area and serves a population of more than 700,000 residents in the communities of Anaheim Hills, Orange, Santa Ana, Villa Park, and portions of Anaheim, Costa Mesa, Irvine, Fountain Valley, Garden Grove, Tustin, and Yorba Linda. The District includes Santiago Canyon College and Santa Ana College, as well as the Centennial and Orange Continuing Education Centers, the Digital Media Center, Joint Powers Fire Training Center, the Orange County Sheriff's Regional Training Academy, the College and Workforce Preparation Center, and the District Operations Center. RSCCD's three (3) auxiliary Foundations are actively involved in supporting both community and campus programs.

EEO STATEMENT

The Rancho Santiago Community College District (RSCCD) is committed to the concept and principles of staff diversity and equal employment opportunity by prohibiting discrimination based on ethnic group identification, national origin, religion, age, sex, race, color, ancestry, sexual orientation, physical or mental disability, gender identity, medical condition (cancer-related or genetic characteristics), marital status, citizenship, or service in the uniformed services, or on the basis of these perceived characteristics or based on association with a person or group with one or more of these actual or perceived characteristics. Applications from all persons interested in the position are encouraged.

SELECTION CRITERIA

Application Screening

Instructional Center Technician Rancho Santiago Community College District

Direct Link: <https://www.AcademicKeys.com/r?job=246111>

Downloaded On: Oct. 5, 2024 4:14am

Posted Sep. 30, 2024, set to expire Oct. 18, 2024

Job announcements will include screening criteria to be used during screening and interviews. This may include, but is not limited to:

- Education experience (breadth and depth)
- Work experience (breadth and depth)
- Demonstrated ability to work cooperatively with others
- Bilingual ability (if needed)
- Demonstrated experience and sensitivity to diversity, equity, and inclusion.
- Professional growth activities
- Specialized skills training
- Leadership skills
- Written and/or oral communication skills
- Presentation
- Problem Solving.

Based on the information presented in the application materials, a limited number of candidates with qualifications most pertinent to the position will be invited to participate in the selection process, which may include a written test and an oral interview. Meeting the position's minimum requirements does not guarantee advancement in the selection process. Candidate qualifications will be assessed to determine those who meet and exceed requirements and are deemed the most competitive in the applicant pool. **Interview** Applicants selected for an interview may be required to take additional tests or assessments and will be notified of such prior to the date of the interview. During the oral session, those selected for interviews will, in addition to the above, also be evaluated on the following factors:

- Oral communication skills
- Presentation
- Problem-solving skills

A predetermined set of questions will be asked of all applicants interviewed. Applicants are requested to provide thorough yet concise information on their related experience to ensure the correct evaluation of their qualifications. Evaluation criteria will be applied consistently to all applicants. **Application Procedures** To ensure full consideration, all applicants must submit a complete Rancho Santiago Community College District online application that includes the items listed below by the position's closing date. Recruitment will review all applications for completeness, and only complete application packets will be forwarded to the screening committee for further review.

A Complete Application Packet Must Include the Following:

1. RSCCD Online Application

Instructional Center Technician
Rancho Santiago Community College District

Direct Link: <https://www.AcademicKeys.com/r?job=246111>

Downloaded On: Oct. 5, 2024 4:14am

Posted Sep. 30, 2024, set to expire Oct. 18, 2024

2. Resume - details all relevant education, training, and other work experience

Disability Accommodations Individuals who require reasonable accommodations in the Application or Interviewing Process in accordance with ADA should notify the Recruitment Office in the Human Resources Division at least two days prior to the closing date, by calling (714) 480-7455.

Conditions of Employment The selected candidate is required to complete the following before employment as part of the onboarding process:

1. Present original documents for proof of eligibility to work in the United States.
2. Provide a certificate of Tuberculosis Exam.
3. Fingerprints (by a Live Scan Agency at the candidate's expense, and clearance must be received before the first day of employment)

To apply, please visit <https://www.schooljobs.com/careers/rsccd/jobs/4673526/instructional-center-technician>

Contact Information

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

Contact

Continuing Education
Rancho Santiago Community College District