

**Instructional Assistant / Learning Resources
San Diego Community College District**

Direct Link: <https://www.AcademicKeys.com/r?job=256886>

Downloaded On: May. 12, 2025 9:27pm

Posted May 12, 2025, set to expire May 25, 2025

Job Title Instructional Assistant / Learning Resources
Department Library
Institution San Diego Community College District
San Diego, California

Date Posted May 12, 2025

Application Deadline 05/25/2025

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 / Learning Resources

San Diego Community College District

Closing Date: 5/25/2025

Position Number: 002970

Location: San Diego Mesa College

Position Type: Classified

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The Position:

Posting Details (Default Section)

Closing Date: 05/25/2025 Open Until Filled No Classification Title Instructional Assistant / Learning Resources Working Title Instructional Assistant (Library, Learning Resource Center) Recruitment Limits Location San Diego Mesa College Pay Information Range 18 (\$5,338.39 - \$5,918.77) per month based on the current [Classified salary schedule](#). New employees will begin on Step I (\$5,338.39). 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, salary schedules and more information about terms and conditions of employment to include salary and benefits. Position Equivalent FTE: 1.0 FTE No. Months: 12 Months Position Number: 002970 FLSA Status Non-Exempt (accrues overtime) Position Type Classified Bargaining Unit AFT - Classified Professionals Range 18 Department Library The Position From San Diego Mesa College President Ashanti Hands:

San Diego Mesa College seeks energetic and dedicated candidates to apply for academic positions. The College is committed to academic excellence and diversity, equity, and inclusion among its faculty, classified professionals, staff, and students. As the "Leading College of Equity & Excellence", we take responsibility for equitable outcomes and successful pathways for all of our students. As the largest college in the San Diego Community College District, the institution enjoys a solid financial standing, state-of-the-art facilities, and a world-class faculty, classified professionals, and staff.

For 61 years, Mesa College has been on the leading edge, from offering a Community College Bachelor's Degree, to being a lead California Community College in graduating students with an Advanced Degree for Transfer. We embrace the mission of community colleges and are committed to empowering our students to maximize their potential, leading to healthy and thriving communities.

We are adding new staff, classified professionals, faculty, and administrators who, alongside our stellar colleagues, will lead us into the future. If this opportunity sounds like the right fit for you, I encourage you to file an application for employment.

Passionate about education and technology, and dedicated to helping others succeed and thrive in a collaborative environment? Join our team and play a vital role in supporting students, faculty, and staff in a dynamic learning environment. Be part of a student-centered team that values education, equity,

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and collaboration.

San Diego Mesa College is currently accepting applications for the position of Instructional Assistant in the Library Learning Resource Center. This is a full-time position (40 hours per week). Monday through Thursday 9am-5:30pm; Friday 7:00am-3:30pm. The selected candidate must be willing to adjust work days/hours based on the department's needs.

Under the direction of the Instructional Support Supervisor, the Dean of Learning Resources and Academic Support, or an Instructional Lab Technician, the Instructional Assistant performs a combination of instructional, technical, and clerical tasks in support of the Library Learning Resource Center at San Diego Mesa College. The individual in this role is expected to work independently and carry out a wide range of duties requiring relevant training and/or experience in Library and Learning Resources.

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Duties and Responsibilities include:

Support student learning by assisting with assignments and resources, reinforcing faculty instruction, and collaborating with librarians to explain key concepts, principles, and terminology. Provide orientations and learning center information to students, instructors, and others as requested. Engage in outreach efforts to connect with students and promote available learning resources, ensuring greater access and support for their academic success; conduct surveys of the Library and Learning Center to gather feedback, monitor service quality, and identify opportunities for growth. Provide training, mentorship, and work direction to student aides and hourly assistants, supporting their skill development, guiding daily tasks, and fostering a collaborative and supportive work environment. Perform clerical duties by answering telephones, taking messages, scheduling appointments, preparing reports, managing files, inputting and monitoring student data, tracking Learning Center usage, and maintaining accurate records.

Control the circulation of instructional supplies, materials, and equipment to students and instructors by checking items in and out; maintaining appropriate records and inventories, and ordering replacement items as necessary according to approved procedures.

Provide technical assistance by supporting users in the operation of computers, instructional software, and peripherals such as printers, scanners, and pay-for-print services, as well as preparing user guides as needed.

Maintain areas, supplies, and equipment within the Library and Learning Resources Center, including computers, library classrooms, study spaces, instructional materials, and printing stations, ensuring proper functionality, cleanliness, and adherence to safety procedures.

Please note that an employee may be transferred to any site at the option of the Chancellor.

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 Knowledge:

- Excellent Customer Service Skills
- Receptionist and telephone techniques.
- Principles and practices of work direction and training.
- Record-keeping techniques.
- Working in a Library and/or Learning Resource Center.
- Knowledge of the Library of Congress classification system and proficiency in library services platforms (LSP) such as Ex Libris Alma and Primo, as well as other management systems like Campus Solutions and PeopleSoft

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- Instructional methods and techniques.
- Operation, maintenance, uses, and characteristics of a wide variety of audio visual, computer hardware and software, and other multimedia equipment used in instructional labs and learning centers.
- Computer software skills in Microsoft Office 365 (Word, Excel, PowerPoint), MS Teams, Outlook calendar, Canva, Google Docs, and more.

Skills and abilities:

- Great attention to detail.
- Self-motivated & proactive.
- Work independently with minimal direction.
- Establish and maintain effective working relationships with others.
- Train and provide work direction to others.
- Understand and follow oral and written directions; learn and apply rules, policies, and procedures.
- Communicate effectively with others over the telephone, video call, in-person, and in writing.
- Maintain accurate and complete files, records, and reports.
- Operate standard office machines and equipment, including computer hardware and software.
- Perform clerical work with speed and accuracy.
- Relate effectively with people from varied cultural and socio-economic backgrounds.
- Use computer applications, including word processing, spreadsheets, and databases.
- Provide orientation to instructors, staff, and students in the operation of audio visual and other media equipment, computers, and associated instructional software and peripherals.

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.

Click [here](#) for the EEO / Diversity / Nondiscrimination - Policies and Procedures Special Instructions to Applicants: To ensure consistency, fairness, and alignment with our commitment to Diversity, Equity, Inclusion, and Accessibility (DEIA), please submit only the materials specifically requested in this posting (e.g., no personal photos, articles, etc.). Be sure to upload the required documents using the respective document name labels. Uploading extraneous materials, unless explicitly requested, may

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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. All correspondence, including interview invitations, will be communicated via email.

We are dedicated to maintaining the confidentiality of all inquiries, nominations, and applications in the strictest confidence, and we encourage applicants from diverse backgrounds to apply.

1. Complete online application;
2. Resume;
3. Letter of Interest specifically addressing the candidate's qualifications for the position; AND,
4. Three (3) References included within the online application.
5. Undergraduate and Graduate transcripts (Optional).
6. Foreign Degree Evaluation (required if applicable).

Tentative Timeline (Subject to Amendments) 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. Additional 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

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Employees' Retirement System (CalPERS) upon appointment. Posting Number CL01779

Major Responsibilities:

Qualifications:

Desired Qualifications:

Knowledge:

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- Working in a Library and/or Learning Resource Center.
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Skills and abilities:

- Great attention to detail.
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Licenses:

Pay Information:

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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

Library

San Diego Community College District

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