FT Instructional Laboratory Technician II - CAI
Cerritos College

Job Title	FT Instructional Laboratory Technician II - CAI
Department	Instructional Lab Tech II - 25
Institution	Cerritos College
	Norwalk, California
Date Posted	Sep. 12, 2025
Application Deadline	10/07/2025
Position Start Date	Available immediately
Job Categories	Professional Staff
Academic Field(s)	Vocational/Technical
Apply Online Here	https://apptrkr.com/6556868
Apply By Email	
Job Description	

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FT Instructional Laboratory Technician II - CAI

Salary: $64,428.36 - $77,426.52 Annually
Job Type: Full Time
Job Number: Instructional Lab Tech II - 25
Closing: 10/7/2025 11:59 PM Pacific
Location: Norwalk, CA
Department: Instructional Lab Tech II - 25
Division: Academic Success

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Description

Equity and Diversity
The District is strongly committed to achieving staff diversity and the principles of equal opportunity employment. The District encourages a diverse pool of applicants and does not discriminate on the basis of race, color, national origin, ancestry, sex, age, religion, marital status, disability, or sexual orientation in any of its policies, procedures or practices. In fact, the college encourages applications from all segments of qualified people.

Closing Date
This position will close on October 7th, 2025 at 11:59 PM (or when 150 applications are received, whichever occurs sooner).

College Profile
Cerritos College is ranked 14th among the top 100 schools with the highest Hispanic enrollment in the United States by the United States Department of Education. Cerritos College serves as a comprehensive community college for southeastern Los Angeles County. Communities within the college's district include Artesia, Bellflower, Cerritos, Downey, Hawaiian Gardens, La Mirada, Norwalk, and portions of Bell Gardens, Lakewood, Long Beach, Santa Fe Springs and South Gate. Cerritos College offers degrees and certificates in more than 180 areas of study in nine divisions. Enrollment currently averages 20,000 students. Visit Cerritos College onlineathttp://www.cerritos.edu

Department Profile
The Cerritos College student computer lab is part of the library, where faculty and staff work cooperatively to guide students to the completion of their academic goals by providing an accessible, responsive, learner-centered space for students to study, research, complete course assignments, access online class content, and collaborate with other students. The computer lab has 140 public access computers, with an additional 34 computers in a library instruction lab and 30 computers in the library reference area, printers, and copiers. Laptops are available for students to check out. Assistive equipment with scanners and software such as JAWS, ZoomText, Kurzweil 3000, and Read & Write are also offered by the library and student computer lab. Computer lab staff are available to answer students' technical questions during all open hours in-person and via email, chat, and phone.

Summary
Provides support to instructional computers in laboratory and classroom environments, including hardware, operating systems, common application software, troubleshooting, software installation, and support. Assists faculty members and students in proper use of instructional computing facilities.

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Monitors dedicated local area network servers and peripheral equipment in connection with operation of computer laboratories.

Distinguishing Career Features

The Instructional Laboratory Technician II - Computer-aided Instruction provides extended support for educational applications, basic programming, workstations, and basic network operations to one or more labs with high volumes of student traffic and encompassing a wide variety of subjects and courses.

Job Duties

Essential Duties and Responsibilities

- Monitors security and student access to computer applications. Takes action on student misuse of access privileges.
- Troubleshoots computer workstations and peripheral equipment, integrating into existing network environments and ensuring continuous operation of equipment and software. Assists in connecting workstations to College-wide networks.
- Establishes and maintains student user accounts and profiles based on established user account policies. Facilitates access controls to systems, files, and folders by implementing privileges and permissions.
- Provides support to a wide variety of subjects and course-specific software that operate on Windows and Mac platforms. Works with students on simulations and use of software requiring.
- Oversees and supports independent study labs. Checks out/in, and monitors whereabouts of materials.
- Analyzes workstation problems and makes basic corrective measures, referring complex occurrences to centralized technical support. Corrects connectivity failures.
- Participates in installing, configuring, and maintaining of specialized software that supports a variety of technical courses offered by the College.
- Participates in testing of software to ensure compatibility with the current operating environment and to equipment capability. Configures software to communicate with peripherals such as printers, modems, scanners, and screens.
- Provides assistance to students and other users having diverse levels of ability and from multiple academic disciplines. May assist with setup and use of computers by students with various physical and learning disabilities.
- Inspects lab computers for necessary repairs and maintenance, making basic repairs or arrangements for servicing, as necessary.
- Maintains records of student and faculty attendance in labs. Initiates orders for computer and

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instructional supplies as authorized.
- Develops, recommends, and implements approved policies and procedures that govern lab operations.
- Oversees and provides scheduling, training and staffing of student workers. May participate in the selection of student workers.
- Maintains currency of knowledge and skills related to the duties and responsibilities.
- Performs other related duties as assigned.

Minimum Qualifications

The position requires an Associates degree in computer science or related technical field and 1 year of experience with personal computer technical support or instruction support.

Preferred Qualifications:
Three years of full-time, paid experience in a public, school, or college computer lab with 30+ workstations.

Experience overseeing the day-to-day operations and assisting students in the use of standard software applications, learning management systems, and computer equipment.

Supplemental Information

Knowledge and Skills
Requires working technical knowledge of personal computer workstations, including the relationship and usage of various input and output components, business and education support software, and terminology. Must understand the protocols and procedures for setting up new equipment, troubleshooting, and performing routine maintenance. Requires a basic understanding of personal computer-based local area networks, data communications, and connectivity. Requires a basic understanding of the following: network, intranet, and internet protocols. Requires sufficient human relation skills to conduct individual instruction and technical assistance and set up in-class demonstrations on the use and application of PC-based business and education, internet, utility, and connectivity software. Requires sufficient writing skill to document technical procedures. Requires sufficient math skills to compute sums, averages, products, and quotients.

Abilities
Requires the ability to set up, install, configure, and maintain microcomputer workstations and

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peripheral equipment. Requires the ability to diagnose, troubleshoot, and repair computer hardware and software, including operating systems and instructional software packages/applications. Requires the ability to adapt to changing technologies. Requires the ability to develop and maintain positive working relationships with, and deliver one-on-one instruction/tutoring to students. Requires the ability to maintain accurate records. Requires the ability to setup demonstrations. Requires the ability to work cooperatively and productively with, and relate to, students with diverse ability levels, academic backgrounds, and from a variety of socioeconomic backgrounds.

Physical Abilities
Requires the ability to accomplish work of a sedentary to moderately active nature. Requires ambulatory ability to move to various office and classroom-type locations and to bend, stoop, crawl and reach to install cables and equipment. Requires sufficient hand eye coordination and dexterity to make small component connections. Requires sufficient visual acuity to read technical documents and instructions and align small components. Requires sufficient auditory ability to carry on routine conversations. Requires the ability to lift, push, and pull objects of medium weight (less than 50 lbs.) on an occasional basis. Requires the ability to work in confined areas with noise variations, dust, and limited ventilation.

Licenses and Certificates
May require a valid driver's license.

Working Conditions
Work is performed indoors where some nominal safety considerations exist from occasional physical labor and handling of light weight, yet, awkward materials.

Salary/Fringe Benefits

Grade 32 on District Classified Employee Salary Schedule at ($5,369.03 - $6,452.21/month).

Health and welfare benefits include District contribution for medical/dental/vision benefits and employee life insurance ($50,000). (Cash in lieu option available on medical insurance.)

Participation in the Public Employee's Retirement System that is also integrated with Social Security.

Selection Procedure
After the application closing date, a search committee will review and invite the most qualified applicants for an interview. As these are highly competitive positions, meeting the minimum requirements does not guarantee an interview. If you have questions or would like to follow-up

regarding your application, please contact Human Resources at HR@Cerritos.edu as search committee members are unable to discuss specific recruitments.

Conditions of Employment This is a full-time, 12-calendar month classified position.

Hours of employment are generally Monday thru Friday, 8:00AM - 4:30PM with some flexible schedules available (9/80, 4/10). Some weekend and evening hours may be required.

Initial placement of employees on Classified Salary schedule is at Step 1. After six months of successful probationary employment, employee is placed at Step 2.

Employment is to be effective as soon as possible following completion of the selection process.

Individual who is offered employment shall be required to obtain fingerprints for a criminal history clearance through the State Department of Justice and remit the required fee for processing the fingerprints, Federal Bureau of Investigation (no fee if obtained at Cerritos College Campus Police Station), produce an original social security card, and submit negative TB test results (must be within the past four years or within the last 60 days if not previously employed in a school district in California) before employment.

Candidates must be able to provide proof of California residency prior to employment.

Proof of eligibility to work in the United States and signing of loyalty oath per Government Codes 3100-3109.

**Please note - the District does not provide for immigration sponsorships such as H1B Visas.

Application Procedure
Application materials must be submitted by the closing date. Applicants who need special services or facilities due to disability in order to apply or interview for this position must notify Human Resources at the time of application or at least 72 hours prior to the closing date or date of a scheduled interview.

It is the applicant's responsibility to provide copies of all transcript(s) verifying all educational degree(s) and/or coursework required for the position. Transcripts must be from regionally accredited institutions. A foreign transcript must be evaluated by a NACES certified agency. The website address is www.naces.org.

Required Documents

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1. Cover Letter
2. Resume/Curriculum Vitae
3. Copy of Unofficial Transcripts (Must show all coursework completed and the conferral date of the degree) OR High School Diploma if applicable

To apply, visit https://www.schooljobs.com/careers/cerritosedu/jobs/5068089/ft-instructional-laboratory-technician-ii-cai

The District ensures that all qualified applicants for employment and employees have full and equal access to employment opportunity, and are not subjected to discrimination in any program or activity of the District on the basis of national origin, religion, age, sex or gender, race, color, medical condition, ancestry, sexual orientation, marital status, veteran status, physical or mental disability, or because he or she is perceived to have one or more of the foregoing characteristics, or based on association with a person or group with one or more of these actual or perceived characteristics. .

Contact Information

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

Contact

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