



Staff JOB DESCRIPTION

Form: HRF5005, Ver. 1, Revised 07/12/2013

DATE:	9/11/2017	POSITION #:	PS9817
NAME OF INCUMBENT(S):	Alyssa Poirier		
JOB TITLE:	PT Paraprofessional – CTE Technology Assistant		
DIVISION:	Academic Affairs		
DEPARTMENT:	Center for Teaching Excellence		
PAY TABLE/LEVEL/GRADE:	P3	REPORTS TO:	Leslie Johnson

STATUS: Please click the appropriate boxes that apply.

- | | | |
|-------------------------------------------------------------------|---------------------------------------------------------|---------------------------------------------------------------------|
| <input checked="" type="checkbox"/> Regular/Continuing | <input type="checkbox"/> Temporary/Limited Duration | <input checked="" type="checkbox"/> Full-Time (40 hrs/wk) |
| <input checked="" type="checkbox"/> Bargaining Unit: <u>PCTCU</u> | <input checked="" type="checkbox"/> Individual Position | <input checked="" type="checkbox"/> Part-Time: <u>30</u> Hours/Week |
| <input type="checkbox"/> Non-Bargaining | <input type="checkbox"/> Pooled Position: | |
| <input type="checkbox"/> Provisional/Grant Funded | _____ No. of Employee if this position is pooled. | |

JOB SUMMARY: (This section should summarize the overall purpose (“mission”) of this job in 1-4 sentences. Briefly describe the primary reason the job exists at LCC.)

The Part-time Tech Support position provides a variety of technology and design support services for the Center for Teaching Excellence. To effectively instruct and support faculty in using best practices, this position requires extensive knowledge of various instructional technology software/hardware and College Systems, such as LCC’s course management system (Desire2Learn), Outlook Web client, Banner Faculty Services (i.e., Grade Entry and Enrollment Verification), Concourse, etc. The Part-time Tech Support facilitates the technology portion of the CTE’s Faculty Orientation. This position also regularly develops and updates communications and instructional technology materials (e.g., marketing emails, Technology Tip Sheets, faculty orientation material, The CTE Faculty Guide to Resources and Services). This position manages the CTE’s dynamic website, provides support in the Center for Teaching Excellence’s (CTE) Faculty Technology Lab, and oversees the maintenance of the CTE database.

DIRECT REPORTS: (If this is a supervisory position (authority to hire, assign, discipline, approve timesheets), list position #s of those supervised).

Direct Report(s):	<i>Click here to enter position numbers. Use comma to separate</i>
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ESSENTIAL DUTIES AND RESPONSIBILITIES: Identify and describe the essential duties and responsibilities, i.e., what actions are done and what are the expected results. Most jobs can be described using 5-10 statements. List in priority order, beginning with top priority/must get done, with approximate percent for each (e.g. 20% 1. reconciles grant fund expenditures to balance monthly budget). “Other duties, as assigned,” are implicit in all position descriptions.

%	No.	Essential Duties and Responsibilities
<u>25</u>	1	Provides support to faculty in the Center for Teaching Excellence's (CTE) Faculty Technology Lab on instructional technology, and LCC systems, including the Course Management System (i.e., D2L), LCC email, Banner, Open Learning Lab etc. In this capacity, this position strives to make the faculty user more independent in their use of technology for the delivery of instruction in higher education.
<u>20</u>	2	Manages the CTE's dynamic website, creating interactive pages, surveys, online registration forms, promotional materials, etc. as well as the CTE's Open Learning Lab site.
<u>15</u>	3	Creates and updates faculty support materials, such as <u>The CTE Faculty Guide to Resources and Services, instructional technology materials, and other CTE materials.</u>
<u>13</u>	4	Develops and maintains the CTE's web-based database, writing queries, creating views, generating reports for departments/divisions.
<u>12</u>	5	Provides support for CTE special events and daily operations.
<u>5</u>	6	Instructs faculty who are developing instructional materials that require the use of technical equipment, such as CD/DVD burners, scanners, digital cameras, printers, etc. Updates and maintains hardware/software in the CTE's Faculty Computer Lab.
<u>5</u>	7	Facilitates the Technology portion of the CTE's Faculty Orientation.
<u>3</u>	8	Acts as a resource person to LCC's Help Desk.
<u>2</u>	9	Per the request of the Information Technology Systems and/or eLearning, pilots LCC systems prior to campus-wide usage (i.e., Microsoft Applications, Outlook Web client, LCC's Course Management System, LCC's website Templates, etc.).
	10	<i>Click here to enter text.</i>
	11	<i>Click here to enter text.</i>
	12	<i>Click here to enter text.</i>
	13	<i>Click here to enter text.</i>
	14	<i>Click here to enter text.</i>
	15	<i>Click here to enter text.</i>

CORE COMPETENCIES. *Record the knowledge, skills and abilities necessary to perform the essential functions of this position. Provide descriptions of core competencies below (e.g. communication, customer service, decision-making, leadership, problem-solving, etc.). An incumbent or applicant must be able to demonstrate and results must be measurable.*

- Instructs faculty in appropriate use of various instructional technologies.
- Proactively assumes responsibilities.
- Requires minimal supervision/management.
- Analyzes problems and develops appropriate solutions.
- Gives and accepts constructive feedback readily.
- Utilizes strong customer service skills.
- Demonstrates a strong work ethic.
- Is a good listener.
- Is dependable, conscientious and open-minded.
- Is attentive to details.
- Follows and gives instructions.
- Asks for clarification and feedback as needed.
- Has the ability to prioritize tasks and plan ahead.
- Has the ability to meet and exceed deadlines.
- Has the ability to handle concurrent assignments.

EDUCATIONAL/EXPERIENCE REQUIREMENTS: *Identify the education and/or equivalent combination of education and experience, plus additional specific years of experience, certifications, licenses and/or special training required to perform the essential functions of this job.*

Required

- Extensive experience or education in computer technology.
- Competent user of Course Management Systems, MS Office Applications, and Adobe programs (i.e., InDesign, Illustrator, and Photoshop).
- Experience with HTML, CSS, JavaScript.
- Knowledge of HTML5 and CSS3 standards.
- Knowledge of MySQL.

Preferred

- Associate's Degree.
- Experience with WordPress administration.
- Experience with MySQL.
- Experience with HTML 5 and CSS3 standards
- Experience in post-secondary education.
- Experience with MS Windows, OS X knowledge a plus.
- Comfortable troubleshooting instructional technology software/hardware.

PHYSICAL AND MENTAL REQUIREMENTS: Complete the physical and mental demands on the attached ADA Checklist that must be met to successfully perform the essential functions of this job. Mobility around the LCC campus is a normal part of the position's functions. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. **Go to the ADA Checklist.**

WORK ENVIRONMENT: Complete the work environment characteristics on the attached ADA Checklist that must be met to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. **Go to the ADA Checklist.**

Incumbent's Name (if any).		Incumbent's Signature*	Date	
Supervisor's Name		Supervisor's Signature*	Date	
Dean/ELT's Name		Dean/ELT's Signature	Date	
<i>Note: Signature means approval, otherwise return for signatures.</i>				
Human Resources Rep.		HR Rep Signature	Date	
<i>Note: Position description to be reviewed annually, upon posting or transfer of person or position.</i>				

Lansing Community College

ADA Compliance Job Description Checklist

The immediate supervisor is responsible for completion of this form. Fill in more information as needed that apply to the essential job duties of the attached job description.

Position #: PS9817

Date: 9/11/2017

Supervisor's Position #: FC9990-00

Materials Used:

Standard Office Equipment:

- | | |
|------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------|
| <input checked="" type="checkbox"/> Computer keyboard, mouse, screen (either desktop or laptop) | <input checked="" type="checkbox"/> Paper and Pencil/pen |
| <input checked="" type="checkbox"/> Various software (spreadsheet, word-processing, web-base, other media) | <input checked="" type="checkbox"/> Projector and Screen |
| <input checked="" type="checkbox"/> Telephone, blackberry, fax | <input checked="" type="checkbox"/> Copier, collator, reproduction |

Others, please list:

Standard Trades Equipment:

- | | | |
|------------------------------------|-------------------------------------|-----------------------------------|
| <input type="checkbox"/> Carpentry | <input type="checkbox"/> Electrical | <input type="checkbox"/> Plumbing |
|------------------------------------|-------------------------------------|-----------------------------------|

Others repair/maintenance tools, please list:

Mental Functions:

- | | |
|------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------|
| <input checked="" type="checkbox"/> Comparing (compare/contrast data, people, things) | <input checked="" type="checkbox"/> Copying (entering, posting, transcribing data) |
| <input checked="" type="checkbox"/> Synthesizing (combine data, concepts, interpretations) | <input checked="" type="checkbox"/> Analyzing (examine, test data, present alternative actions) |
| <input checked="" type="checkbox"/> Computing (math calculations or carrying out formula operations) | |
| <input type="checkbox"/> Compiling (gathering, classifying, evaluating data, people, things) | |

Auditory Functions:

- Talking (express ideas, thoughts, languages, conveying details, accurately, loudly, quickly)
- Hearing (receive details through oral communication, make fine differences in sound with other sound interference e.g. running machines, other people)

Visionary Functions:

- Near acuity (at 20 inches or less when minute accuracy is essential)
- Far acuity (more than 20 inches when day and night/dark conditions are essential)
- Depth perception (3 dimensional vision, judge distances, space)
- Color vision (distinguish colors)
- Field of vision (up-down and right-left)

Smell and Tasting Functions:

- Flavors & odors (distinguish similarities, differences, intensities, qualities using tongue & nose)

Movement, Strength, Repetition Functions:

- | | | | | |
|----------------------------------------------|----------------------------------------------|----------------------------------------------|----------------------------------------------------------------|------------------------------------|
| <input type="checkbox"/> Climbing | <input checked="" type="checkbox"/> Kneeling | <input checked="" type="checkbox"/> Reaching | <input checked="" type="checkbox"/> Balancing | <input type="checkbox"/> Crouching |
| <input checked="" type="checkbox"/> Grasping | <input type="checkbox"/> Stooping | <input type="checkbox"/> Crawling | <input checked="" type="checkbox"/> Picking/Typing/Keyboarding | |
- Sedentary (exert up to 10 lbs of force to lift, carry, push, pull, move objects; sit most of the time)
 - Light (exert up to 20 lbs of force to lift, carry, push, pull, move object; walk/stand occasionally)
 - Medium (exert 21-50 lbs of force, walk/stand frequently)
 - Heavy (exert 51-100 lbs of force, walk/stand routinely)
 - Very Heavy (exert over 100 lbs of force, walk/stand routinely)

Environmental Conditions:

- | | |
|---------------------------------------------------------|------------------------------------------------------------------------------------------------------------|
| <input type="checkbox"/> Weather (rain, snow, wind) | <input type="checkbox"/> Vibrations |
| <input type="checkbox"/> Extreme cold (inside, outside) | <input type="checkbox"/> Hazards (fumes, odors, dust, toxic chemicals, allergens, |
| <input type="checkbox"/> Extreme heat (inside, outside) | <input type="checkbox"/> Extreme noises |
| <input type="checkbox"/> Confined/restricted spaces | <input type="checkbox"/> Hazards (fumes, odors, dust, toxic chemicals, allergens, poor ventilation, shock) |