

SOUTHWESTERN COMMUNITY COLLEGE DISTRICT

CLASS TITLE: INSTRUCTIONAL LAB TECHNICIAN–JOURNALISM AND GRAPHIC DESIGN RANGE: 24

DISTRICT VALUES

Incumbents in District positions are expected to exhibit an equity-minded focus, responsiveness, and sensitivity to and understanding of the diverse academic, socioeconomic, cultural, gender identity, sexual orientation, and ethnic backgrounds of community college students, and employees, including those with physical or learning disabilities, and successfully foster and support an inclusive educational and employment environment.

SUMMARY DESCRIPTION

Under the assigned Dean, performs complex technical work in an instructional lab environment in the highly technical and complex subjects of Journalism and Graphic Design; and performs related work as required.

DISTINGUISHING CHARACTERISTICS

This journey-level classification is responsible for independently performing technical duties in support of an assigned instructional laboratory. Positions at this level exercise judgment and initiative in their assigned tasks, receive only occasional instruction or assistance as new or unusual situations arise, and are fully aware of the operating procedures and policies of the work unit.

REPRESENTATIVE DUTIES

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

1. Oversees the operations and maintenance of a complex instructional lab environment; train and provide work direction to students and student assistants as assigned. **E**
2. Assists faculty, staff, and students in the safe use of a variety of specialized technology, equipment, materials, and supplies in an instructional lab setting; orders, receives, catalogs and stores supplies, materials, and equipment; works with faculty to find items requested; maintains inventories, assuring that adequate quantities are available for instructional use. **E**
3. Assures the accurate and proper archiving of all print and electronic published student work, including a modern and effective photo archive.
4. Prepares instructional materials and equipment for faculty demonstrations and student labs, as requested; responds to student questions. **E**
5. Performs repairs to assigned equipment; researches and replaces obsolete parts with industry standard equipment and technology; assists faculty in the research and replacement of technology via program review, grants, and other avenues.
6. Attends workshops, conferences, and conventions to remain current in the professional and technological advances in journalism, mass media, graphic layout; assists faculty at regional and out-of-town student events.

7. Designs and maintains assigned websites to support outreach to the community, including resources for current and future students in Journalism and Graphic Design.
8. Provides work direction and guidance, and trains students and student workers in the preparation and issuance of materials and equipment for student use; assists in maintaining records of materials and equipment loaned to students.
9. Performs related duties as assigned.

KNOWLEDGE AND ABILITIES

Knowledge of:

- Technical principles and operations of a variety of relevant journalism-related technology and production equipment, including video, computer, cameras, and digital publication systems used in mass media production.
- Complex Macintosh and OSX applications.
- Workflow of the production process.
- Technical and production skills in a variety of print, broadcast, and web-based publishing.
- Oral, artistic, and written communication skills.
- Record-keeping techniques.
- Correct English usage, grammar, spelling, punctuation, and vocabulary.
- Interpersonal skills using tact, patience, and courtesy.
- Operation, preparation, and maintenance of an instructional laboratory.
- Principles of training and providing work direction.
- Health and safety regulations.

Ability to:

- Improve efficiency of existing technology, servers, and labs.
- Assure the care, maintenance, and security of assigned equipment, materials, supplies and instructional areas.
- Assemble, maintain, and repair lab equipment, such as standard media equipment.
- Demonstrate competence in the field of specialty.
- Issue and receive equipment and supplies.
- Plan and organize work.
- Train and provide work direction to student workers.
- Perform specialized duties in support of the Journalism and Graphic Design instructional programs, such as maintain websites of student work for current and future students.
- Work independently with little direction.
- Communicate effectively orally, artistically, and in writing.
- Meet schedules and timelines for student publications and award entries.
- Maintain records and prepare reports.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

- Learn and adapt to changing technology and equipment used in the performance of assigned duties.

EDUCATION AND EXPERIENCE:

Any combination of training and experience which would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Equivalent to an associate degree with major coursework in mass media, journalism, graphic design, or a related field **AND** two (2) years of technical experience supporting a journalism, graphic design, mass media or related program or operation.

LICENSES AND CERTIFICATIONS:

None.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

Environment: Work is performed primarily in an instructional lab environment.

Physical: Primary functions require sufficient physical ability and mobility to work in an instructional lab environment setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; and to verbally communicate to exchange information.

Vision: See in the normal visual range with or without correction.

Hearing: Hear in the normal audio range with or without correction.