



Job Description

Job Title:	Computer Assisted Instructional Facilitator	Job Code:	3400
Department:	Multiple	Grade:	I
Date:	September, 1997	FLSA:	Nonexempt

The incumbent in this job is expected to assist the College in achieving its vision and mission. Customer focus, college service, and a willingness to assist as needed are expectations for all employees.

General Function:

Plans and coordinates the use of microcomputers to support the instructional programs and to provide electronic instruction and tutorial assistance.

Characteristic Duties and Responsibilities:

1. Assesses needs of students; reviews laboratory materials to ensure that students' academic needs are being met.
2. Instructs individual students and group classes in new word processing and Internet usage/on-line research skills and techniques.
3. Provides leadership and direction to staff and serves as informational resource to staff.
4. Monitors projects to ensure deadlines are met; reviews completed projects and ensures that any needed corrections are made.
5. Develops instructional user manuals and documentation for computer and software usage.
6. Designs and implements evaluation tools to assess computer usage and student benefits; prepares statistical reports documenting laboratory program usage.
7. Monitors students involved in laboratory activities; reviews student work in progress.
8. Researches and evaluates new tutorial and instructional software and makes recommendations regarding purchasing decisions.
9. Enforces college's rules and regulations in laboratory area.

Reporting Relationships:

Direction Received: Reports to Director, Academic Learning Center.

Direction Given: Functional guidance over nonexempt staff.

Minimum Requirements:

Requires broad knowledge of basic theories and principles, concepts and methodology of a general professional field acquired through completion of a Bachelor's Degree in Education and one year of experience in higher education, or an equivalent combination of education and experience.



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Knowledge, Skills, Abilities and Worker Characteristics:

Computer knowledge.

Knowledge of teaching methods.

Knowledge of research methods.

Knowledge of problem solving.

Working Conditions:

Occasional minor discomforts from dealing with slightly unpleasant situations such as frequent use of video display terminal.