

Lab Technician - Digital Arts (Part-Time)
Mt. San Antonio College

Direct Link: <https://www.AcademicKeys.com/r?job=148710>

Downloaded On: Mar. 2, 2021 12:09am

Posted Nov. 3, 2020, removed Feb. 6, 2021

Job Title	Lab Technician - Digital Arts (Part-Time)
Department	
Institution	Mt. San Antonio College Walnut, California
Date Posted	Nov. 3, 2020
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Part-Time/Temporary Staff
Academic Field(s)	Research/Technical/Laboratory
Apply Online Here	https://apptrkr.com/2041395

Apply By Email

Job Description

Lab Technician - Digital Arts (Part-Time)

Position Number: 2013141006

Department: Arts Division

Job Category: Classified Unit A

Time (Percent Time): 47.5%

Term (months/year): 12 months/year

Current Work Schedule (days, hours): Tuesday and Thursday, 1:30 p.m.-9:00 p.m.; Wednesday, 1:30 p.m.-9:00 p.m.

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Salary Range: A-79

Salary: Steps 1 - 6, \$2,053 - \$2,621 per month

Shift Differential:

Open Date: 07/15/2019

Initial Screening Date: 11/09/2020

Open Until Filled: No

Application Procedure:

Complete application packets will be accepted until the position is filled.

Applicants must submit all of the following materials online at [url= <http://hrjobs.mtsac.edu>]<http://hrjobs.mtsac.edu> to be considered for this position:

1. A Mt. San Antonio College online application.
2. A cover letter describing how the applicant meets the required education and experience.
3. A detailed resume that summarizes educational preparation and professional experience for the position.
4. Two (2) letters of recommendation that reflect relevant experience (do not use social media or professional networks as a means to provide letters of recommendation).
5. College and/or university transcripts showing the awarded/conferred degree (if applicable) are required and must be submitted with the online application by all applicants, including current or former employees of the college, to demonstrate that the required educational qualifications are met. Unofficial transcripts are acceptable at the time of application; however, copies of diplomas are not accepted in lieu of transcripts.

Health & Welfare:

Employees working less than fifty (50%) percent are not eligible for health and welfare benefits. The

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District participates in the Public Employees Retirement System (PERS), State Teachers Retirement System (STRS) retirement programs, and MetLife Social Security Alternative Plan.

*Note Salary and Health & Welfare Benefits are subject to change

Basic Function/Overview:

DEFINITION

Under general supervision, provides instructional and technical support services for students; prepares and sets up computer laboratory exercises, demonstrations, instructional materials, and supplies; assists students and faculty in the use and operation of computer equipment, peripherals, and materials related to the Commercial, Entertainment, and Fine Arts programs, i.e. Graphic Design & Illustration, Photography, Animation & Gaming, and Radio & Television.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from the Dean, Arts. Exercises no direct supervision of staff. Provides instructional, technical, and functional direction and training to student workers.

CLASS CHARACTERISTICS

This is a journey-level class responsible for conducting a variety of technical and instructional support activities to ensure student learning. Incumbents perform the full range of duties as assigned, working independently, and exercising judgment and initiative. Incumbents at this level receive only occasional instruction or assistance as new or unusual situations arise and are fully aware of the operating procedures and policies of assigned area of responsibility. This classification is distinguished from other laboratory technicians by having subject matter expertise in the Districts Commercial, Entertainment, and Fine Arts programs, equipment, and materials.

Essential Duties/Major Responsibilities:

1. Provides instructional and technical support services for the Districts Commercial, Entertainment, and Fine Arts programs; assists in instructional demonstrations of procedures and techniques; explains related principles, practices, procedures, methods, materials, terminology, tools, and equipment; including software applications that are taught in the classroom.
2. Manages CEA Printers and printing services
3. Prepares and sets up laboratory assignments, exercises, demonstrations, and instructional

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materials; monitors laboratory environment; organizes, arranges, stocks, and distributes materials, equipment, and supplies.

4. Proctors, administers, and monitors make-up exams and quizzes.

5. Maintains facilities and computer equipment and peripherals, such as scanners, printers; ensures proper storage of laboratory equipment; ensures work areas are maintained in a clean and orderly condition.

6. Maintains accurate logs, reports, and records of work performed and materials and equipment used.

7. Maintains laboratory tutor assignments schedules and student usage logs.

8. Monitors, orders, receives, stores, and maintains adequate inventory levels of supplies and equipment as directed.

9. Submits work orders for maintenance and repair of equipment and facilities; makes minor facilities and equipment repairs.

10. Diagnoses problems, performs remedial actions to correct problems, and/or recommends and determines solutions.

11. Researches, resolves, and follows up on user problems; refers more complex problems to specialized or higher-level personnel.

12. Evaluates, responds to, and resolves requests for computer assistance from students; assists users experiencing problems with hardware, software, and other computer related technologies.

13. Assist students with hardware usages and basic computer navigation in the completion of students assignments.

14. Assists in coordinating activities with help desk, network services, or other information technology staff.

15. Provides updates, status, and completion information to personnel and/or users via voice mail, e-mail, or in-person communication.

16. Researches and purchases tools, supplies, and repair parts from a variety of sources.

17. Learns and applies emerging technologies and, as necessary, to perform duties in an efficient, organized, and timely manner.

18. Performs other related duties as assigned.

Other Duties:

Performs other related duties as assigned.

Knowledge Of:

1. Terminology, techniques, equipment, materials, principles, theories, practices, and procedures related to the Districts Commercial, Entertainment, and Fine Arts programs.

2. Principles and practices used in the operations, maintenance, and administration of personal

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- computer system hardware, Mac and Windows operating systems, and related software systems.
3. Personal computer and network system application software packages, including word-processing and spreadsheets.
 4. Personal computers and peripherals, as well as, network hardware, including hubs, switches, and cabling.
 5. Troubleshooting, configuration, and installation techniques.
 6. Occupational hazards and standard safety procedures.
 7. General methods and procedures for preparing course materials and laboratory exercises and demonstrations used in various District Commercial, Entertainment, and Fine Arts programs.
 8. Set-up, operation, demonstration, and maintenance of various equipment used in the programs.
 9. Methods, practices, and techniques of student learning and instruction.
 10. Record keeping principles and procedures.
 11. English usage, spelling, vocabulary, grammar, and punctuation.
 12. Techniques for providing a high level of customer service by effectively dealing with the public, students, and District staff, including individuals of various ages, disabilities, various socio-economic and ethnic groups.

Skills and Abilities:

1. Perform a variety of functions in the operation of personal computers using the Macintosh and Windows operating systems; troubleshoot related problems and take appropriate action.
2. Identify and resolve hardware and software problems and perform minor repairs.
3. Train staff on software applications and hardware usage.
4. Explain principles, practices, procedures, methods, materials, tools, terminology, and equipment related to the assigned District Commercial, Entertainment, and Fine Arts programs.
5. Assist students in the use and operation of equipment and materials related to the assigned Commercial and Fine Arts programs.
6. Create an engaging and positive learning environment in the computer laboratory, or other learning environments.
7. Demonstrate proper use and maintenance of equipment, materials, and supplies used in the assigned Commercial and Fine Arts programs.
8. Interpret, apply, and explain applicable District policies, rules, and regulations related to areas of responsibility.
9. Estimate and order required supplies and equipment.
10. Establish and maintain filing, record keeping, and tracking systems.
11. Organize own work, set priorities, and meet critical time deadlines.
12. Operate modern office equipment including computer equipment and software applications programs.

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13. Use English effectively to communicate in person, over the telephone, and in writing.
14. Understand scope of authority in making independent decisions.
15. Review situations accurately and determine appropriate course of action using judgment according to established policies and procedures.
16. Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Minimum Qualifications/Education & Experience:

Equivalent to an Associates degree from a regionally accredited college in a commercial art related field, and experience supporting related theory and technology.

Equivalencies:

Preferred Qualifications:

License(s) & Other Requirements:

Examination Requirements:

Working Environment:

Incumbents work indoors and outdoors, and are frequently exposed to dust, fumes, and allergens and occasionally exposed to loud noise levels, inclement weather conditions, chemicals, mechanical and/or electrical hazards, and hazardous physical substances. Incumbents may interact with staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

Physical Demands:

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; to operate a motor vehicle to visit various District sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. This classification primarily works in an office and standing in and walking between work areas is frequently required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Incumbents in this classification frequently bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Incumbents must possess the ability to lift, carry, push, and pull materials and objects up to 50 pounds with the use of proper equipment.

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Hazards:

Conditions of Employment:

Official offers of employment are made by Mt. San Antonio College Human Resources and are made contingent upon Board approval. It is also required that a final offer of employment will only be made after the candidate has successfully been live-scanned and clearance for employment is authorized by Human Resources. Costs for live-scan services shall be borne by the candidate.

Notice to all prospective employees The person holding this position is considered a mandated reporter under the California Child Abuse and Neglect Reporting Act and is required to comply with the requirements set forth in Administrative Procedure 3518, titled Child Abuse Reporting, as a condition of employment.

As required by the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, the Mt. San Antonio Community College Annual Security Report is available here:

[url=http://www.mtsac.edu/safety/pdf/ASR_2017.pdf]http://www.mtsac.edu/safety/pdf/ASR_2017.pdf

The person holding this position is considered a Responsible Employee under Title IX of the Educational Amendments Act of 1972 and is required to report to the Colleges Title IX Coordinator all relevant details reported to him or her about an incident of alleged sexual misconduct including sexual harassment, sexual assault, dating and domestic violence and stalking.

Typing Certificate Requirements:

Special Notes:

Please note: A confirmation number will be assigned when your application packet indicates the supplemental questions have been answered and a document has been attached to each required link. Assistance with the online application process is available through Human Resources at 1100 N. Grand Avenue, Walnut, CA 91789-1399. Human Resources: (909) 274-4225. E-mail: [url=mailto:employment@mtsac.edu]employment@mtsac.edu.

Foreign Transcripts:

Foreign Transcripts: Transcripts issued outside the United States require a course-by-course analysis with an equivalency statement from a certified transcript evaluation service verifying the degree equivalency to that of an accredited institution within the USA. This report must be attached with the

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application and submitted by the filing deadline.

Inquiries/Contact:

Human Resources at 1100 N. Grand Avenue, Walnut, CA 91789-1399. Human Resources: (909) 274-4225. E-mail: [url=mailto:employment@mtsac.edu]employment@mtsac.edu.

Selection Procedure:

A committee will evaluate applications, taking into account breadth and depth of relevant education, training, experience, skills, knowledge, and abilities. The screening committee reserves the right to limit the number of interviews granted. Meeting the minimum qualifications for a position does not assure the applicant of an interview.

Interviews may include a writing sample, committee presentation, and/or performance test. The start date will be following Board approval and receipt of live scan clearance.

Special Instructions to Applicants:

To be guaranteed consideration, it is the applicants responsibility to ensure that all required materials are received before the initial screening date and time indicated on the job posting. Incomplete application packets will not be considered. All application materials will become College property, will not be returned, and will not be copied. Please visit our [url=mailto:http://hrjobs.mtsac.edu]employment website to complete and submit your application for this position.

Letters of Recommendation

Confidential letters of recommendation are not accepted for this position. All letters of recommendation must be uploaded to the application.

EEO Policy:

The College is an equal opportunity employer. The policy of the College is to encourage applications from ethnic and racial minorities, women, persons with disabilities, and veterans. No person shall be denied employment because of race, religious creed, color, national origin, ancestry, physical disability, mental disability, medical condition, marital status, sex (gender), age, sexual orientation, or the perception that a person has one or more of these characteristics.

Conflict of Interest:

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Mt. San Antonio College employees and the Board of Trustees members shall not engage in any employment or activity that is inconsistent with, incompatible with, or in conflict with Mt. San Antonio Colleges Administrative Procedures (AP 2710 Conflict of Interest, AP 2712 Conflict of Interest Codes).

Cancel RTF Policy:

We reserve the right to reopen, re-advertise, delay, or cancel filling this position.

To apply, visit [url=https://apptrkr.com/2041395]https://hrjobs.mtsac.edu/postings/7774

Contact Information

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

Contact

N/A

Mt. San Antonio College

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