

Technical Assistant - Computer Science  
Erie Community College

Direct Link: <https://www.AcademicKeys.com/r?job=243199>

Downloaded On: Aug. 31, 2024 10:13pm

Posted Aug. 15, 2024, set to expire Dec. 28, 2024

<b>Job Title</b>	Technical Assistant - Computer Science
<b>Department</b>	Mathematics/Computer Science
<b>Institution</b>	Erie Community College Buffalo, New York
<b>Date Posted</b>	Aug. 15, 2024
<b>Application Deadline</b>	Open until filled
<b>Position Start Date</b>	Available immediately
<b>Job Categories</b>	Classified Staff
<b>Academic Field(s)</b>	Research/Technical/Laboratory
<b>Job Website</b>	<a href="https://ecc.wd5.myworkdayjobs.com/en-US/CareerOpportunities/job/North-Campus---Williamsville/Technical-Assistant---Computer-Science_J0002210">https://ecc.wd5.myworkdayjobs.com/en-US/CareerOpportunities/job/North-Campus---Williamsville/Technical-Assistant---Computer-Science_J0002210</a>

**Apply By Email**

**Job Description**

**Department:**Mathematics/Computer Science

**Salary/Hourly:**\$34,466.00 Annual

**Union/Position Status:**FFECC NTTP FT

**Posting Closing Date:**September 5, 2024

Applications must be submitted by 11:59 PM the evening**before the posting closing date.**

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Please note that the posting will close at midnight (12:00 AM) on the posting closing date.

### **JOB DESCRIPTION**

#### **DISTINGUISHING FEATURES OF THE CLASS:**

The work involves performing para-professional tasks assisting the faculty of a Community College. The incumbent's duties are varied and range from setting up equipment in laboratories to tutoring students in developmental centers. The tasks assigned are generally of a supportive nature and may be performed in the classroom, laboratory, research or development center, learning center, or computer center. The work is performed under general supervision of an instructor or other faculty member. Supervision may be exercised over students or clerical assistants; does related work as required.

#### **TYPICAL WORK ACTIVITIES:**

- Assists instructor in classroom and laboratory by demonstrating apparatus, equipment and teaching aids;
- Administers and/or proctors tests under direction of instructor or other faculty member;
- Works with students in use of various technical equipment in classroom and laboratory;
- Tutors students on individual basis in classroom, laboratory or learning center;
- Assists instructor in maintaining academic records, preparing reports, etc.;
- Requisitions, maintains and issues supplies and equipment to students and faculty;
- Maintains inventory of supplies and equipment;
- Performs routine maintenance on and make minor repairs of apparatus, equipment, and teaching aids.

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**WHEN ASSIGNED TO ENGLISH DEPARTMENT:**

- Tutors students in reading, writing, and research and study skills;
- Records students' progress and data pertaining to tutoring and notifies instructors;
- Interviews, trains and monitors peer tutors;
- Schedules and administers pretests with assistance of Coordinator of Special Services;
- Proctors and/or assists with proctoring of pretests;
- Assists faculty in research and development activities;
- Oversees and schedules lab personnel (peer and other tutors) and activities in the Lab and elsewhere such as group tutorials, workshops and seminars.

**WHEN ASSIGNED TO MATHEMATICS DEPARTMENT:**

- Tutors students in math learning center;
- Selects, trains, schedules and supervises student assistants;
- Maintains learning center supplies;
- Provides records and reports as requested by the department and/or administration;
- Prepares testing materials; Assists in the administration of pretests, registration and placement of students;
- Keeps accurate records of pretest and placement results;
- Collects special data requested by the Assistant Chair for Developmental Education.

**WHEN ASSIGNED TO COMPUTER SCIENCE DEPARTMENT:**

- Tutors students in Computer Skills Centers;
- Selects, trains, schedules and supervises student assistants;
- Maintains Computer Skills Centers' supplies;
- Provides records and reports as requested by the department and/or administration;
- Maintains proper facilities for Computer Skills Centers;
- Ensures scheduled updates for software & hardware in Computer Skills Centers;
- Acts as a liaison between Mathematics/Computer Science Department and ITS Department.

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**KNOWLEDGE, SKILLS AND ABILITIES:**

Good knowledge of fundamentals of teaching; good knowledge of subjects in the academic area in which assigned; ability to work with and tutor students in academic area in which assigned; ability to work with students and faculty in effective manner; ability to understand and follow detailed oral and written reports; initiative; resourcefulness; reliability; integrity; physically capable of performing the essential functions of the position with or without reasonable accommodation.

**MINIMUM QUALIFICATIONS:**

Completion of sixty (60) semester credit hours of study in a related field at a regionally accredited college or university.

Bachelor's Degree in appropriate discipline is preferred for some departments.

**SPECIAL REQUIREMENTS:**

**Official transcripts will be required for successful candidates within 30 days of hire.**

Contact Human Resources at (716) 851-1840 with any questions.



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***Our mission to offer quality education includes exposing our students to a diverse range of cultures, experiences and expertise. At SUNY Erie Community College, we value diversity and encourage applicants from all backgrounds to apply.***

### **Notice of Non-Discrimination**

SUNY Erie Community College does not discriminate in admission, employment, or in the administration of any of its policies and programs on the basis of race, color, religion, national origin, age, sex, gender, gender expression, gender identity, pregnancy, disability, sexual orientation, familial status, military status, domestic violence victim status, predisposing genetic characteristics, veteran status, criminal conviction, or any other characteristics protected by law. This applies to all students, applicants or other members of the College community (including, but not limited to, vendors and visitors). Grievance procedures are available to interested persons by contacting the Civil Rights Compliance Officer listed below. Retaliation against a person who files a complaint, serves as a witness, or assists or participates in the investigation of a complaint in any manner is strictly prohibited.

*The following individual has been designated to handle inquiries regarding the College's non-discrimination policies:*

### **Civil Rights Compliance Officer**

Human Resource Department

North Campus

6205 Main Street

Williamsville, NY 14221

(716) 270-5735



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*For further information on notice of non-discrimination, please contact:*

New York Office

United States Department of Education

Office for Civil Rights, 32 Old Slip 26th Floor,

New York, N.Y., 10005-25010;

Tel (646) 428-3800; Email: [OCR.NewYork@ed.gov](mailto:OCR.NewYork@ed.gov).

**Contact Information**

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

**Contact**