

**FT Instructional Lab Tech II - CAD/CAM  
Cerritos College**

Direct Link: <https://www.AcademicKeys.com/r?job=261845>

Downloaded On: Aug. 29, 2025 6:17pm

Posted Aug. 29, 2025, set to expire Oct. 2, 2025

**Job Title** FT Instructional Lab Tech II - CAD/CAM  
**Department** Staff  
**Institution** Cerritos College  
Norwalk, California

**Date Posted** Aug. 29, 2025

**Application Deadline** 10/02/2025  
**Position Start Date** Available immediately

**Job Categories** Classified Staff

**Academic Field(s)** Information Technology

**Apply Online Here** <https://apptrkr.com/6520254>

**Apply By Email**

**Job Description**

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**FT Instructional Lab Tech II - CAD/CAM**

**Salary:** \$64,428.36 - \$77,426.52 Annually

**Job Type:** Full Time

**Job Number:** Instructional Lab Tech II - 25

**Closing:** 10/2/2025 11:59 PM Pacific

**Location:** Norwalk, CA

**Department:** Instructional Lab Tech II - 25

**Division:** Academic Success

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### **Description**

#### **Equity and Diversity**

**The District is strongly committed to achieving staff diversity and the principles of equal opportunity employment. The District encourages a diverse pool of applicants and does not discriminate on the basis of race, color, national origin, ancestry, sex, age, religion, marital status, disability, or sexual orientation in any of its policies, procedures or practices. In fact, the college encourages applications from all segments of qualified people.**

#### **Closing Date**

**This position will close on October 2nd, 2025 at 11:59 PM (or when 150 applications are received, whichever occurs sooner).**

#### **College Profile**

Cerritos College is ranked 14th among the top 100 schools with the highest Hispanic enrollment in the United States by the United States Department of Education. Cerritos College serves as a comprehensive community college for southeastern Los Angeles County. Communities within the college's district include Artesia, Bellflower, Cerritos, Downey, Hawaiian Gardens, La Mirada, Norwalk, and portions of Bell Gardens, Lakewood, Long Beach, Santa Fe Springs and South Gate. Cerritos College offers degrees and certificates in more than 180 areas of study in nine divisions. Enrollment currently averages 20,000 students. Visit Cerritos College online at <http://www.cerritos.edu>

#### **Department Profile**

The Cerritos College student computer lab is part of the library, where faculty and staff work cooperatively to guide students to the completion of their academic goals by providing an accessible, responsive, learner-centered space for students to study, research, complete course assignments, access online class content, and collaborate with other students. The computer lab has 140 public access computers, with an additional 34 computers in a library instruction lab and 30 computers in the library reference area, printers, and copiers. Laptops are available for students to check out. Assistive equipment with scanners and software such as JAWS, ZoomText, Kurzweil 3000, and Read & Write are also offered by the library and student computer lab. Computer lab staff are available to answer students' technical questions during all open hours in-person and via email, chat, and phone.

#### **Summary**

Provides support to instructional computers and specialized CAD/CAM software in scheduled and walk-in laboratory and classroom environments. Assists faculty members and students in proper use of instructional computing facilities.

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### **Distinguishing Career Features**

The Instructional Laboratory Technician II - Computer-aided Drafting and Modeling provides extended support for educational applications, basic programming, workstations, and basic network operations.

### **Job Duties**

### **Essential Duties and Responsibilities**

- Troubleshoots computer workstations and peripheral equipment, integrating into existing network environments and ensuring continuous operation of equipment and software. Assists in connecting workstations to College-wide networks.
- Demonstrates and assists students in the use of equipment, software and materials, such as, but not limited to, computers, applications software, attendance recording, file organizing, and peripherals.
- Provides advanced technical and instructional support to specialized programs such as, but not limited to, computer-aided drafting, computer-aided modeling, and geographic information systems.
- Assists students with resolving user account and profile problems based on established user account policies.
- Assists with installation and maintenance of specialized application software for the curriculum that is supported. Interprets software documentation.
- Analyzes workstation problems and uses basic corrective measures to restore operation, referring complex occurrences to centralized technical support. Corrects connectivity failures.
- Tests software to ensure compatibility with the current operating environment and to equipment capability. Configures software to communicate with peripherals such as printers, modems, scanners, and screens.
- Assists faculty with development, revisions, and archiving of student assignments, projects, quizzes, and exams. Assists with monitoring and proctoring of tests.
- Provides assistance to students and other users having diverse levels of ability and from multiple academic disciplines. May assist with setup and use of computers by students with various physical and learning disabilities.
- Inspects lab computers for necessary repairs and maintenance, making minor repairs or arrangements for servicing, as necessary. May assist other labs with setup, updating, and troubleshooting equipment and software.
- Performs administrative support duties such as preparation of instructional materials, scoring tests, recording and averaging grades, and maintaining student records, files and inventories. Provides input to faculty for the determination of grades, units and credit.
- Maintains records of student and faculty attendance in labs. Initiates orders for computer and

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instructional supplies as authorized.

- Recommends and implements approved policies and procedures governing lab operations.
- Maintains departmental websites by updating web pages according to established formats.
- May participate in the selection, training, and scheduling of student workers.
- Maintains currency of knowledge and skills related to the duties and responsibilities.
- Performs other related duties as assigned.

### **Minimum Qualifications**

The position requires an Associates degree in computer science, drafting, or related technical field and 1 year of experience with personal computer technical support or instruction support.

### **Preferred Qualifications:**

Three years of full-time, paid experience in a public school, or college computer lab with 30+ workstations. Experience overseeing the day-to-day operations and assisting students in the use of standard software applications, learning management systems, and computer equipment.

### **Supplemental Information**

#### **Knowledge and Skills**

The position requires working knowledge of manual and computerized mechanical and architectural drawing, two-and-three dimensional axonometric, production, and perspective drawing. Requires in-depth knowledge of computer-aided drafting, architectural drawing, modeling, and geographic information software. Requires working technical knowledge of personal computer workstations, including the relationship and usage of various input and output components, business and education support software, and terminology. Requires basic knowledge of the protocols and procedures for setting up new equipment, troubleshooting, and performing routine maintenance. Requires a basic understanding of personal computer-based local area networks, data communications, and connectivity. Requires a basic understanding of network, intranet, and internet protocols. Requires sufficient writing skills to document technical procedures. Requires sufficient math skills to compute sums, averages, products, quotients, circumferences, and algebraic formulas. Requires sufficient human relation skills to conduct individual instruction and technical assistance and set up in-class demonstrations on the use and application of PC-based business and education, internet, utility, and connectivity software.

#### **Abilities**

Requires the ability to use, apply and troubleshoot CAD, CAM, and GIS software, including software

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features, productivity enhancement tools, and shortcuts. Requires the ability to set up, install, configure, and maintain microcomputer workstations and peripheral equipment. Requires the ability to diagnose, troubleshoot, and perform minor repairs to computer hardware and software, including operating systems and instructional software packages/applications. Requires the ability to adapt to changing technologies. Requires the ability to develop and maintain positive working relationships with, and deliver one-on-one instruction assistance/tutoring to students. Requires the ability to maintain accurate records. Requires the ability to setup demonstrations. Requires the ability to work cooperatively and productively with, and relate to, students with diverse ability levels, academic backgrounds, and from a variety of socioeconomic backgrounds.

### **Physical Abilities**

Requires the ability to accomplish work of a sedentary to moderately active nature. Requires ambulatory ability to move to various office and classroom-type locations and to bend, stoop, crawl and reach to install cables and equipment. Requires sufficient hand eye coordination and dexterity to make small component connections. Requires sufficient visual acuity to read technical documents and instructions and align small components. Requires sufficient auditory ability to carry on routine conversations. Requires the ability to lift, push, and pull objects of medium weight (less than 50 lbs.) on an occasional basis. Requires the ability to work in confined areas with noise variations, dust, and limited ventilation.

### **Licenses and Certificates**

May require a valid driver's license.

### **Working Conditions**

Work is performed indoors where some minimal safety considerations exist from occasional physical labor and handling of light- medium weight materials.

### **Salary/Fringe Benefits**

Grade 32 on District Classified Employee Salary Schedule at (\$5,369.03 - \$6,452.21/month).

Health and welfare benefits include District contribution for medical/dental/vision benefits and employee life insurance (\$50,000). (Cash in lieu option available on medical insurance.)

Participation in the Public Employee's Retirement System that is also integrated with Social Security.

### **Selection Procedure**

After the application closing date, a search committee will review and invite the most qualified

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applicants for an interview. As these are highly competitive positions, meeting the minimum requirements does not guarantee an interview. If you have questions or would like to follow-up regarding your application, please contact Human Resources at [HR@Cerritos.edu](mailto:HR@Cerritos.edu) as search committee members are unable to discuss specific recruitments.

**Conditions of Employment** This is a full-time, 12-calendar month classified position.

Hours of employment are generally Monday thru Friday, 8:00AM - 4:30PM with some flexible schedules available (9/80, 4/10). Some weekend and evening hours may be required.

**Initial placement of employees on Classified Salary schedule is at Step 1. After six months of successful probationary employment, employee is placed at Step 2.**

Employment is to be effective as soon as possible following completion of the selection process.

Individual who is offered employment shall be required to obtain fingerprints for a criminal history clearance through the State Department of Justice and remit the required fee for processing the fingerprints, Federal Bureau of Investigation (no fee if obtained at Cerritos College Campus Police Station), produce an original social security card, and submit negative TB test results (must be within the past four years or within the last 60 days if not previously employed in a school district in California) before employment.

***Candidates must be able to provide proof of California residency prior to employment.***

Proof of eligibility to work in the United States and signing of loyalty oath per Government Codes 3100-3109.

**\*\*Please note - the District does not provide for immigration sponsorships such as H1B Visas.**

**Application Procedure**

Application materials must be submitted by the closing date. Applicants who need special services or facilities due to disability in order to apply or interview for this position must notify Human Resources at the time of application or at least 72 hours prior to the closing date or date of a scheduled interview.

It is the applicant's responsibility to provide copies of all transcript(s) verifying all educational degree(s) and/or coursework required for the position. Transcripts must be from regionally accredited institutions. A foreign transcript must be evaluated by a NACES certified agency. The website address is [www.naces.org](http://www.naces.org).

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**Required Documents**

1. Cover Letter
2. Resume/Curriculum Vitae
3. Copy of Unofficial Transcripts (Must show all coursework completed and the conferral date of the degree) OR High School Diploma if applicable

To apply, visit <https://www.schooljobs.com/careers/cerritosedu/jobs/5042589/ft-instructional-lab-tech-ii-cad-cam>

*The District ensures that all qualified applicants for employment and employees have full and equal access to employment opportunity, and are not subjected to discrimination in any program or activity of the District on the basis of national origin, religion, age, sex or gender, race, color, medical condition, ancestry, sexual orientation, marital status, veteran status, physical or mental disability, or because he or she is perceived to have one or more of the foregoing characteristics, or based on association with a person or group with one or more of these actual or perceived characteristics. .*

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**Contact Information**

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

**Contact**

Staff  
Cerritos College