



EMPLOYMENT OPPORTUNITY

COLLEGE OF THE SISKIYOU – HUMAN RESOURCES
800 COLLEGE AVENUE - WEED, CALIFORNIA 96094

TELEPHONE NO: (530) 938-5317

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www.siskiyous.edu/jobs

CLASSIFIED VACANCY
TWO POSITIONS

POSITION: **INSTRUCTIONAL SUPPORT SPECIALIST 2, TECHNOLOGY**

FILING DATE: **OPEN UNTIL FILLED**
FIRST REVIEW DATE: **NOVEMBER 6, 2009**

SALARY: **\$1,866 PER MONTH**

JOB NUMBER: **2009-10-05 & 2009-10-06**

The Position

Under the direction of the Instructional Network Administrator, provide technical and instructional support for the Computer Lab area. Perform other duties directly related to this job description.

Principal Duties & Responsibilities

- Help students with computer systems; maintain student accounts in network, and perform varied instructional support services to meet the needs of individual students.
- Perform regular computer maintenance (virus scans, run system backups, program deletion, and program updates).
- Keep equipment updated.
- Assist with software installs and upgrades. Change printer cartridges and assist Technicians with minor printer or other problems.
- Work with the Instructional Network Administrator to create student network accounts and monitor lab for use/security violations.
- Serve as a resource person to students including assistance with computer use and applications; with a heavy emphasis on the current version of Microsoft Office Suite and other instructional software.
- Assist with management of network courseware system.
- Visit classrooms and explain lab policies, services, and processes.
- Maintain documentation on various procedures.
- Maintain knowledge of appropriate software, hardware, and lab or classroom technologies.
- Maintain inventory, receive, order, stock, and issue computer supplies and equipment.
- Supervise students in the lab or classroom to maintain a quiet and orderly environment.
- Work with Technology Services and vendors to maintain equipment and resolve problems.
- Prioritize workload to ensure all tasks are completed in a timely manner.
- Perform clerical tasks such as handling phone calls to the area, typing, word processing, scheduling meetings or appointment, preparing reports, and maintaining files and records.
- Attend staff development and in-service training programs as appropriate.
- Maintain web pages.
- Demonstrate a sensitivity to and understanding of the diverse academic, socioeconomic, cultural and ethnic backgrounds of staff and students and of staff and students with physical and learning disabilities.
- Perform other duties directly related to this job description.

Minimum Qualifications

1. Any combination of training and experience equivalent to the completion of one to two years of college level coursework in computer science or telecommunications area.
2. One to two years of recent experience working with students or in a technology related field.

Preferred Qualifications

1. Associates or higher degree in computer science or related field.
2. One to two years working as a tutor or instructional aide in a technology related field.

Knowledge of:

- computers, computer software and hardware, and equipment specifically related to telecommunications.
- basic office practices and business communications.
- basic principles, methods and practices of accounting, spreadsheet and word processing applications and interactive accounting applications.
- computer and related software, including the current version of Windows, Microsoft Office Suite, and website development/maintenance software.

Ability to:

- deal effectively with a wide variety of personalities and situations requiring diplomacy, tact, friendliness, poise, and firmness.
- perform simple clerical tasks and operate standard office machines and audiovisual equipment.
- communicate satisfactorily in both oral and written form and use appropriate and correct English, spelling, grammar and punctuation.
- mathematical calculations in a timely manner and with accuracy.
- operate technological equipment.

Physical Abilities:

While performing the duties of this job, the employee is regularly required to sit. The employee frequently is required to use hands and fingers to handle or feel; reach with hands and arms; and talk or hear. The employee is occasionally required to stand and walk. There is light to moderate physical effort; must be able to lift up to 50 pounds; occasional standing or walking; periodic handling of light to moderate weight objects. Light to moderate stress level.

Environmental Conditions:

Indoor work environment with normal temperatures.

Assignment and Salary

The beginning salary for these 32-hour per week, 11-month per year positions is \$1,866 per month. A regular work schedule will be established and may include day, evening or weekend periods. The position that is currently opened will primarily be assigned to the Weed Campus and will be assigned to work the week day shift or will be required to cover weekend hours if any.

Benefits

The District offers competitive health, vision and dental insurance for the employee and dependents. Employees contribute a percentage of their salary toward the Medical Benefits program. The District provides vacation, sick leave and paid holidays. The employee participates in the Public Employee Retirement System through District and employee contributions.

Application Procedure

To be considered for this position, candidates must submit all required materials prior to 4 p.m., November 6, 2009. Postmarks will not be accepted. Materials submitted in addition to those listed below will not be considered in the screening process. It is the applicant's responsibility to ensure that all requested materials are received by the filing deadline. **All materials submitted are for this position only, and become the property of the District. Materials will not be returned, copied, or considered for other openings. Any travel expenses incurred are the applicants' responsibility.**

Required Documents

The following materials should be submitted to:

Human Resources
College of the Siskiyous
800 College Avenue
Weed, CA 96094
HR@siskiyous.edu

The Human Resource Office is located in the Administration Wing of the John Mantle Student Center on the Weed Campus. Office hours are 8:00 a.m. to 5:00 p.m., Monday through Friday.

- Application Cover Sheet (Available at www.siskiyous.edu/jobs)
- Cover letter which addresses Minimum and Desired Qualifications
- Current Resume
- Transcripts of any college work being used for qualification. (Copies are acceptable to apply. The successful candidate must provide original transcripts upon hiring. Foreign transcripts **must** include a U.S. evaluation **and** translation.)
- A list of four references. Include the reference's title and current contact information. (Three of the references should have no affiliation with College of the Siskiyous.)

Information about this position may be requested by writing, calling or emailing:

**Human Resources
College of the Siskiyous
800 College Avenue
Weed, CA 96094
Phone: 530-938-5317
Fax: 530-938-5227
HR@siskiyous.edu**

Screening Process

After the preliminary screening, selected candidates will be invited to the campus for an initial interview with the Search Committee. Candidates to be interviewed will be selected from applicants who most closely meet the minimum and desired qualifications. Meeting the minimum qualifications does not guarantee an interview. The Search Committee will recommend a slate of finalists to the Vice President, Administrative Services & Information Technology for a final interview.

The District reserves the right to re-advertise the position or to delay indefinitely filling of the position if it is deemed that applicants for the position do not constitute an adequate applicant pool or if funding is not available.

Conditions of Employment

Employees must satisfy all the pre-employment requirements prior to appointment that include, but are not limited to, tuberculosis clearance (EC 87408.6), fingerprint processing, and verification of their legal right to work in the United States

A pre-employment physical examination may be required.

Applicant requiring reasonable accommodations in completing the application or interview process must notify the Human Resource Office in advance.

College of the Siskiyous is an Equal Opportunity Employer. All qualified applicants will receive consideration for employment without regard to race, creed, color, national origin, gender, age, marital status, disability, political affiliations, sexual orientation, or beliefs.