

LABORATORY TECHNICIAN – DIGITAL ARTS

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.

EXAMPLES OF ESSENTIAL FUNCTIONS (Illustrative Only)

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 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 student's 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. Promotes an environment of belonging as it relates to diversity, equity, inclusion, social justice, anti-racism, and accessibility.
19. Provides quality customer service when interacting with the public, vendors, students, and College staff, including individuals from minoritized groups.
20. Supports and abides by federal, state, local policies, and Board Policies and Administrative Procedures.
21. Participates on committees, task forces, and special assignments, including, but not limited to Screening and Selection Committees and mandated trainings as required.
22. Prepares and delivers oral presentations related to assigned areas as required.
23. Performs other related duties as assigned.

QUALIFICATIONS

Knowledge of:

1. Principles and practices of supporting a diverse, equitable, inclusive, socially just, anti-racist, and accessible academic and work environment.
2. Terminology, techniques, equipment, materials, principles, theories, practices, and procedures related to the District's Commercial, Entertainment, and Fine Arts programs.
3. Principles and practices used in the operations, maintenance, and administration of personal computer system hardware, Mac and Windows operating systems, and related software systems.
4. Personal computer and network system application software packages, including word-processing and spreadsheets.
5. Personal computers and peripherals, as well as, network hardware, including hubs,

- switches, and cabling.
6. Troubleshooting, configuration, and installation techniques.
 7. Occupational hazards and standard safety procedures.
 8. General methods and procedures for preparing course materials and laboratory exercises and demonstrations used in various District Commercial, Entertainment, and Fine Arts programs.
 9. Set-up, operation, demonstration, and maintenance of various equipment used in the programs.
 10. Methods, practices, and techniques of student learning and instruction.
 11. Record keeping principles and procedures.
 12. English usage, spelling, vocabulary, grammar, and punctuation.
 13. 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 & Abilities to:

1. Advocate for and communicate the College's vision and commitment to creating a diverse, equitable, inclusive, socially just, anti-racist, and accessible academic and work environment.
2. Participate in addressing gaps in diversity, equity, inclusion, social justice, anti-racism, and accessibility in the recruitment and retention of staff.
3. Participate in providing resources and support towards the goal of a diverse, equitable, inclusive, socially just, anti-racist, and accessible academic and work environment.
4. 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.
5. Identify and resolve hardware and software problems and perform minor repairs.
6. Train staff on software applications and hardware usage.
7. Explain principles, practices, procedures, methods, materials, tools, terminology, and equipment related to the assigned District Commercial, Entertainment, and Fine Arts programs.
8. Assist students in the use and operation of equipment and materials related to the assigned Commercial and Fine Arts programs.
9. Create an engaging and positive learning environment in the computer laboratory, or other learning environments.
10. Demonstrate proper use and maintenance of equipment, materials, and supplies used in the assigned Commercial and Fine Arts programs.
11. Interpret, apply, and explain applicable District policies, rules, and regulations related to areas of responsibility.
12. Estimate and order required supplies and equipment.
13. Establish and maintain filing, record keeping, and tracking systems.
14. Organize own work, set priorities, and meet critical time deadlines.
15. Operate modern office equipment including computer equipment and software applications programs.
16. Use English effectively to communicate in person, over the telephone, and in writing.

17. Understand scope of authority in making independent decisions.
18. Review situations accurately and determine appropriate course of action using judgment according to established policies and procedures.
19. Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Education and Experience:

1. Equivalent to an Associate's degree from a regionally accredited college in a commercial art related field; and
2. Experience supporting related theory and technology.

Desirable Qualifications:

1. Experience working with policies and procedures relating to diversity, equity, inclusion, social justice, anti-racism, and accessibility preferably in a minority serving institution such as Hispanic Serving Institution (HSI) and Asian American and Native American Pacific Islander-Serving Institution (AANAPISI); OR
2. Experience with participation in programs relating to diversity, equity, inclusion, social justice, anti-racism, and accessibility preferably in a minority serving institution such as Hispanic Serving Institution (HSI) and Asian American and Native American Pacific Islander-Serving Institution (AANAPISI).

Licenses and Certifications:

The incumbent may periodically be required to travel to a variety of locations. If required to operate a vehicle in the position, employees must demonstrate possession of a valid California Driver's License.

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.

ENVIRONMENTAL ELEMENTS

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.

Amended: 7/2023