| Date | Position # | Position Title  |
| --- | --- | --- |
| 6/1/2023 | SSITCT | Student Employee – PC TECHNICIAN |

| Division | Department | Pay Table/Level/Grade | Reports To: |
| --- | --- | --- | --- |
| Information Technology Services | Technology Support Services | L2 | FA9713, FA9714 |

# Status: Please select the appropriate boxes that apply.

| **Regular/Continuing:**[ ]  | **Bargaining Unit:** Choose an item. | **Non-Bargaining:** [x]  | **Provisional/Grant Funded:** [ ]  | **Temporary/Limited Duration:** [x]  |
| --- | --- | --- | --- | --- |

| **Individual Position:** [ ]  | **Full-Time (40 hrs/wk):** [ ]  | **Part-Time:** [x] \_\_Up to 25\_\_ Hrs/Week | **Pooled Position:** [x]  | Type here **# of Employees if this position is pooled.** |
| --- | --- | --- | --- | --- |

| **JOB SUMMARY:** This section should summarize the overall purpose (“mission”) of this job in 1-4 sentences. Briefly describe the primary reason the job exists at LCC. |
| --- |
| The primary purpose of student employment is to provide current LCC students with the opportunity to acquire job skills and experiences during semesters while actively attending classes at LCC. Student employees in The primary purpose of student employment is to provide current LCC students with the opportunity to acquire job skills and experiences during semesters while actively attending classes at LCC. Student employees in **Technology Support Services** Department will assist with:  Preparing computers for distribution throughout campus, such as unboxing, imaging, testing and deployment.  Provides technical support for faculty, staff, and students by performing computer installations and troubleshooting hardware and software issues. Work well within a team environment assisting part-time and full-time technicians with assignments and special projects. Prepare and assist managing of surplus and e-waste equipment. |

| **Direct Reports:** If this is a supervisory position (authority to hire, assign, discipline, approve timesheets), list position #s of those supervised). |
| --- |
| Type here |

| **Essential Duties and Responsibilities:** Identify and describe the essential duties and responsibilities, i.e., what actions are done and what are the expected results. Most jobs can be described using 5-10 statements. List in priority order, beginning with top priority/must get done, with approximate percent for each (e.g. 20% 1. Reconciles grant fund expenditures to balance monthly budget). “Other duties, as assigned,” are implicit in all position descriptions.  |
| --- |

| **%** | **NO.** | **Essential Duties and Responsibilities** |
| --- | --- | --- |
| 35 | 1 | Maintain, troubleshoot, and image all computers in classrooms and labs on main campus and extension centers. HHS: Dental, Nursing, Radiology, & Massage clinic.GB: Public Safety, Digital Art, Photography, Testing Services, and General Classrooms.A&S: Math, Computer Science, Physics, Chemistry, Biology, and Learning Commons.TLC: DMAC (Digital Media Audio and Cinema), Library, Student Service Lab, and General ClassroomsWC: Police and Fire Academy, Robotics, Automotive Technology, Computer Information Technology, AutoCAD and Electrical Labs.LC: General classroomsEC: Youth programs and general classrooms. |
| 25 | 2 | Exceptional customer service with an understanding of ethics - with ability to work within a fast paced and sometimes high stress environment which includes quick problem solving and resolving technical issues. |
| 20 | 3 | Ability to learn, utilize, and troubleshoot complex software applications |
| 10 | 4 | Ability to learn, utilize, and troubleshoot common and unique hardware systems |
| 10 | 5 | Assist in maintaining hardware inventory, deep cleaning and sterilization of all equipment and managing surplus and electronic waste (e-waste).  |

| **Core Competencies:** Record the knowledge, skills and abilities necessary to perform the essential functions of this position. Provide descriptions of core competencies below (e.g. communication, customer service, decision-making, leadership, problem-solving, etc.). An incumbent or applicant must be able to demonstrate and results must be measurable.  |
| --- |
| • Problem solving skills.• Excellent customer service skills.• Provevn work ethic.• Ability to learn and utilize new technology.• Time management and organization skills• Good oral and written communication skills• Ability to work effectively with a diverse community |

| **educational/experience requirements:** Identify the education and/or equivalent combination of education and experience, plus additional specific years of experience, certifications, licenses and/or special training required to perform the essential functions of this job.  |
| --- |
| **Required*** High School Diploma and Actively pursuing an associates or undergraduate degree @ LCC
* Enrolled in 6 cr. for a grade fall and spring; 3 cr. Summer
* **Must have basic familiarity with computers and general use software**

**Preferred*** 3.0 GPA
* Related experience with computer hardware and software troubleshooting.
* Actively seeking Computer Science or Technology related degrees
 |

| **Physical and mental requirements:** Complete the physical and mental demands on the attached ADA Checklist that must be met to successfully perform the essential functions of this job. Mobility around the LCC campus is a normal part of the position’s functions. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.  |
| --- |
| Go to the ADA Checklist |

| **work environment:** Complete the work environment characteristic on the attached ADA Checklist that must be met to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.  |
| --- |
| Go to the ADA Checklist |

# SIGNATURES

**Supervisor’s Name:** Type here **Supervisor’s Signature:** \_\_\_\_\_\_ **Date:** \_\_5/23/2023\_\_

**Supervisor’s Name:** Type here **Supervisor’s Signature:** \_\_\_\_ **Date:** 5/31/2023\_\_\_

**Dean/ELT’s Name:** Type here **Dean/ELT’s Signature:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Date:** \_\_5/23/2023\_\_

**HR Rep:** Sydney Glasscoe **HR Rep Signature:** \_\_\_\_\_\_\_\_ **Date:** \_6/1/2023\_\_\_\_

**ADA COMPLIANCE JOB DESCRIPTION CHECKLIST** (*The immediate supervisor is responsible for completion of this form. Fill in more information as need that apply to the essential job duties for the attached job description.)*

**Position #:** SSITCT **Date:** **6/1/2023 Supervisor’s Position #:** FA9713, FA9714

## **Materials Used:**

[x]  Computer keyboard, mouse, screen

[x]  Various software

[x]  Telephone, cell phone, mobile device

[x]  Paper and pencil/pen

[ ]  Projector or other audiovisual equipment

[ ]  Copier, scanner, fax

[ ]  Carpentry equipment

[ ]  Electrical equipment

[ ]  Plumbing equipment

[ ]  Other: Click or tap here to enter text.

## **Mental Functions:**

[x]  Comparing (compare/contrast data, people, other data)

[ ]  Synthesizing (combine data, concepts, interpretations)

[ ]  Computing (math calculations or carrying out formula operations)

[x]  Compiling (gathering, classifying, evaluating data, people, other data)

[x]  Copying (entering, posting, transcribing data)

[x]  Analyzing (examining, testing data, presenting alternatives)

## **Audio/Visual/Aural Functions:**

[x]  Talking (expressing ideas, thoughts, language, conveying details accurately and clearly)

[x]  Hearing (receive details through oral communication, make fine differences in sound with other sound interference)

[x]  Near acuity (at 20 inches or less when accuracy is essential)

[ ]  Far acuity (more than 20 inches when day and night/dark conditions are essential)

[ ]  Depth perception (3 dimensional vision, judge distances, space)

[ ]  Color vision (distinguish colors)

[ ]  Field of vision (up/down and right/left)

[ ]  Flavors & odors (distinguish similarities, differences, intensities, qualities using tongue & nose)

## **Movement, Strength, Repetition Functions:**

[ ]  Climbing

[x]  Kneeling

[x]  Reaching

[x]  Balancing

[x]  Crouching

[x]  Grasping

[ ]  Stooping

[ ]  Crawling

[ ]  Picking/Typing/Keyboarding

[x]  Sedentary (exert up to 10 lbs of force to lift, carry, push, pull, move objects; sit most of time)

[x]  Light (exert up to 20 lbs of force to lift, carry, push, pull, move objects; walk/stand occasionally)

[ ]  Medium (exert 21-50 lbs of force, walk/stand frequently)

[ ]  Heavy (exert 51-100 lbs of force, walk/stand routinely)

[ ]  Very Heavy (exert over 100 lbs of force, walk/stand routinely)

## **Environmental Conditions**

[ ]  Weather (rain, snow, wind)

[ ]  Extreme cold (inside, outside)

[ ]  Extreme heat (inside, outside)

[ ]  Confined/restricted spaces

[ ]  Hazards (fumes, odors, dust, toxic chemicals, allergens, poor ventilation)

[ ]  Vibrations

[ ]  Extreme noises