(PD-1004) Instructional Support Technician I

**POSITION INFORMATION**

<table>
<thead>
<tr>
<th>Field</th>
<th>Details</th>
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<tbody>
<tr>
<td>Internal Team:*</td>
<td>SL-CSM-Kinesiology &amp; Public Hlth-115600</td>
</tr>
<tr>
<td>Job Code/Employee Classification:*</td>
<td>Instructional Support Tech I</td>
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<td>Job Code: 1615</td>
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<td>Instructional Support Tech I</td>
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<td>Position no: SL-00001216</td>
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<td>CSU Working Title:*</td>
<td>Instructional Support Technician I</td>
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<tr>
<td>Reports To:</td>
<td>Dept Chair-Kinesiology</td>
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<tr>
<td>Campus:*</td>
<td>San Luis Obispo</td>
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<tr>
<td>Division:*</td>
<td>Academic Affairs-Provost</td>
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<tr>
<td>College/Program:*</td>
<td>CSM-College of Science &amp; Math</td>
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<tr>
<td>Department:*</td>
<td>CSM-Kinesiology &amp; Public Hlth - 115600</td>
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<tr>
<td>FLSA Status:*</td>
<td>Non-Exempt</td>
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**SENSITIVE POSITION**

- **Sensitive Position:**
  - Yes
  - No

- **Job Summary/Basic Function:**
  The Kinesiology and Public Health Department is a major academic unit within the College of Science and Mathematics. There are approximately 500 undergraduate students, 14 full time faculty, 3 full time lecturers, 25 part time faculty, and 5 support staff. The mission of the Kinesiology and Public Health (KPH) Department is to prepare students to be leading professionals through education, research and practical experience. The Center for Health Research (CHR) is a University Center housed within the Department of Kinesiology and Public Health with research that includes several ongoing multi-million dollar NIH-funded research grants. Projects include several long-term prospective human research studies involving hundreds of community participants, dozens of local community contracts and partners, and several national and international partners. There are approximately 30 staff positions funded by external research grants including researchers, faculty investigators, research staff, a community liaison, database managers, phlebotomists, a technician, student research fellows, medical consultants and a translator. In addition, there are 20-30 undergraduate and graduate students conducting independent research in any given quarter.

Under the direction of the Kinesiology and Public Health Department Chair, this position provides comprehensive technical and advisory support for equipment used in Kinesiology and Public Health lecture, laboratory and activity courses, provides assistance in setting up laboratory equipment for classes, student/faculty research projects and assists with demonstration of and training on equipment. The incumbent in this position must be able to exercise significant independence and autonomy in providing technical assistance and support for the activities within the department. They are responsible for developing, coordinating and troubleshooting policies and procedures in order to distribute a variety of equipment, materials and supplies for Kinesiology and Public Health Courses, instructionally related activities and community-based service programs sponsored by the Kinesiology and Public Health Department. This position is also responsible for supporting research activities that take place in the Kinesiology and Public Health Department, which also houses The Center for Health Research, including preparation and maintenance of supplies, assisting faculty and staff in the development and demonstration of experiments and techniques, and support of departmental facilities. Associated with both teaching and research support responsibilities, this position is responsible for maintaining a clean and safe working environment including cleanup and secure storage of supplies and equipment, proper disposal of biohazardous materials (human fluids) and hazardous waste (chemicals), and ensuring safety guidelines and policies are followed in laboratories and physical activity settings.
Minimum Qualifications:

Education AND Experience: Equivalent to two years of experience providing instructional support services for a unit or discipline, acting as a student assistant, or in producing materials or supplies related to the discipline.

OR

Equivalent to two years of college with 16 semester units in courses involving extensive use of materials, supplies, or equipment in a discipline related to the area to which assigned may be substituted for one year of the required experience.

OR

Equivalent to four years of college with 16 semester units in courses involving the extensive use of materials, supplies, or equipment and in a related discipline may be substituted for the experience.

Required Qualifications:

Knowledge of kinesiology and public health principles and applications with extensive laboratory course work in said sciences.

Excellent computer skills and proficiency with a variety of computer applications including word-processing, spreadsheets, databases, on-line systems, Internet as well as online calendaring and email.

Ability to learn and adapt to ever-changing technology and procedures.

Demonstrated ability to establish and monitor priorities and progress toward departmental goals.

Working knowledge of or ability to quickly learn University infrastructure, policies and procedures.

Ability to resolve problems and requests associated with overlapping deadlines, schedules and emergencies.

Excellent organizational and time management skills with the ability to set own priorities to coordinate multiple assignments with fluctuating and time-sensitive deadlines.

Able to drive a golf cart or other light electric vehicle.

Able to use hand tools and a washer and dryer.

Ability to interpret, communicate and apply university and department policies and procedures.

Ability to maintain and updated inventory of essential supplies and equipment in an organized fashion.

Knowledge of biohazard safety procedures and waste disposal protocols.

Ability to interpret, communicate and apply safety reference material information.

Must have sufficient educational and experiential background to respond quickly and appropriately to an emergency situation in a physical activity or exercise testing setting.

Ability to use tact and diplomacy to effectively handle a broad range of high level and sensitive interpersonal situations with diverse personalities, and to respond appropriately to conflicts and problems.

Ability to initiate, establish, and foster communication and teamwork by maintaining a positive, cooperative, productive work atmosphere in and outside the University with the ability to establish and maintain effective working relationships within a diverse population and with those from various cultural backgrounds.

Demonstrated ability to maintain a high degree of confidentiality.

Demonstrated customer service experience requiring a very high level of diplomacy and professionalism.

Excellent communication skills; ability to effectively communicate in a matter-of-fact, understandable manner, both verbally and in writing. Thorough knowledge of English grammar, spelling and punctuation.
Preferred Qualifications:

Bachelor's Degree in Kinesiology or related discipline.
Familiarity with physical activity and fitness settings, exercise equipment and sporting goods for a variety of fitness activities and sports.
Familiarity with equipment used to support physical activity programs for persons with disabilities.
Demonstrated skills in multitasking and organization
Demonstrated skills in an institutional/educational environment utilizing a customer-oriented and service-centered attitude.

Special Conditions:

Ability to reach and remove items from high cabinets and lift 50 pounds.
Valid California driver's license (or ability to obtain by date of hire) necessary to travel to class locations and events.
Must be willing to travel and attend training programs off-site for occasional professional development.
Must be able to work overtime, occasional holidays, and adjust working hours to meet special jobs and laboratory needs. May be called back periodically to perform work as needed on an emergency basis.
The person holding this position is considered a 'mandated reporter' under the California Child Abuse and Neglect Reporting Act and is required to comply with the requirements set forth in CSU Executive Order 1083 as a condition of employment.

License / Certification:
Possession of a valid driver's license or the ability to obtain by date of hire.

Mandated Reporter:*
Limited - The person holding this position is considered a limited mandated reporter under the California Child Abuse and Neglect Reporting Act and is required to comply with the requirements set forth in CSU Executive Order 1083, revised July 21, 2017.

NCAA:
Yes No

Conflict of Interest:*
None

Supervises Employees:*
Yes No

Job Duties

JOB DUTIES

<table>
<thead>
<tr>
<th>% of time</th>
<th>Duties / Responsibilities</th>
<th>Essential / Marginal</th>
</tr>
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| 10        | Perform other job-related duties and special projects as assigned, including but not limited to: procurement for Summer PE Workshops, the College of Science and Mathematics and other events sponsored by the Department of Kinesiology & Public Health.  
2. Attend training and maintain skill currency as appropriate to safely and effectively complete assignments. | Marginal |

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