

Classification and Qualification



STANDARDS

The California State University System

Instructional Support Series

Class Title	Class Code	Date Established	Occupation Index Reference
Instructional Support Technician I	1615	7-1-80	P-1
Supervising Instructional Support Technician I	1616	7-1-80	P-1

DEFINITION:

Under supervision, performs comprehensive support services for providing materials, supplies, equipment and related logistical support to a variety of upper and lower division laboratory courses in one or several disciplines having varied needs, and requiring support involving technical and non-technical equipment, material, and supplies.

DISTINGUISHING CHARACTERISTICS:

Positions in this class compared to the next lower level Instructional Support Assistant III are required to use knowledge of the discipline particularly in recognizing the commonality between services required for various courses and for developing systems for maximizing facilities and equipment.

Positions at this level compared to the next higher level must have the ability to learn to adjust and calibrate technical equipment. Normally, knowledge or experience in the discipline makes this possible. Positions at this technical level are required to perform some technical work; in modifying materials from the purchased state.

Examples of Typical Activities:

When assigned to a laboratory or other instructional area, is responsible for use of the facilities and in providing all the support services for the classes or individuals using the area. Issues, stores, orders and inventories materials, supplies and equipment and is expected to use knowledge of the discipline to evaluate suitability, or substitutions in emergencies.

Operates and provides faculty and students with assistance in interpreting results from scientific equipment. Maintains an extensive bacteriologic collection; builds or constructs models as teaching aids.

Schedules and plans center or equipment utilization; collects common and rare specimens to match course needs using knowledge of discipline and frequently auxiliary skills such as diving for ocean specimens or arranging loans for rare items.

Assists in the development of discipline resources; locates sources of hard to purchase instructional resources; repairs and services technical equipment. Makes calibrations; uses test instruments; learns how to adjust and make adjustments or replacements of parts.

MINIMUM QUALIFICATIONS:

Knowledges and Abilities:

Knowledge of principles of providing support services; knowledge of the common principles, methods, and techniques related to the discipline; knowledge of the materials, supplies and equipment and their uses related to the discipline.

Ability to evaluate the materials and supplies used; ability to learn to adjust and make minor repairs on scientific equipment; ability to operate scientific or highly technical equipment and to interpret results; ability to plan activities and prepare schedules; ability to use methods, techniques and skills related to the discipline in preparing specialized materials.

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 and 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 extensive use of materials, supplies, or equipment and in a related discipline may be substituted for the experience.

Work Week Group: 1
Premium O/T: Yes
Shift Differential: Yes
Employee Category: Non-Academic