INSTRUCTIONAL ASSISTANT BIOLOGY/CHEMISTRY CENTER
Part-Time 20 HPW, 10 Month, Classified Position

POSITION
Under direction of the Math, Sciences & Engineering Dean, the Instructional Assistant Biology/Chemistry Tutorial Center, serves as coordinator for the activities of the biology-chemistry tutorial center and for tutoring the broad range of biological sciences. The work schedule will include a late afternoon and evening assignment. This position may also involve weekend and off campus assignments.

EXAMPLES OF DUTIES AND RESPONSIBILITIES
1. Provide tutorial services to students, individually or in small groups, in all offered biology and chemistry courses; provide learning assistance in understanding and assimilating material presented by biology and chemistry instructors.
2. Manage and maintain student records, coordinate and oversee the operation of the biology-chemistry tutorial center.
3. Perform some technical duties related to computer functions and operations; implement various software for instructional purposes; provide assistance to users of the computer-assisted instruction in biology and chemistry; monitor appropriate use and security of the computer-assisted instruction related materials in the biology-chemistry tutorial center.
4. Participate in the selection of student tutors; schedule and review the activities of student tutors; provide or coordinate staff training in the biology-chemistry tutorial center; provide support for the biology and chemistry faculty; keep biology and chemistry faculty informed of resources provided by the biology-chemistry tutorial center, keep biology and chemistry faculty informed of schedules, policies, etc. related to the biology-chemistry tutorial center.
5. Research and evaluate new biology and chemistry software and make recommendations to biology and chemistry faculty.
6. Provide information assistance and support to the Dean in matters relating to the biology-chemistry tutorial center and laboratories.
7. Secure work area and equipment at completion of biology-chemistry tutorial center and laboratory hours.
9. Perform general clerical duties; answer phones and relay messages; create and maintain Word document files and records; prepare a variety of letters, memos and documents related to the biology-chemistry tutorial center.
10. Participate in the college-wide tutor training program on campus; and
11. Work with DSPS to provide tutorial assistance to disabled students.
12.

OTHER JOB RELATED DUTIES
Perform other duties as required.

JOB RELATED AND ESSENTIAL QUALIFICATIONS
• Knowledge of: Tutorial techniques and principles. Advanced biology principles and analytical concepts. Operational characteristics of apparatus, equipment and materials used in biology, microbiology, anatomy, physiology and biotechnology laboratories; subject matter related to biology courses taught at this college—microbiology, anatomy, physiology, general biology, biotechnology; laboratory techniques related to biology, microbiology, anatomy, biotechnology and physiology; basic techniques used in microscopy, electrophoresis, spectrophotometry, chromatography, and other related technologies; mathematical principles and scientific concepts; pertinent Federal, State, District, and local laws, regulations, and policies regarding assigned area including regulations regarding the handling and disposal of bio-hazardous wastes and materials; biological hazards in the laboratory; practices and procedures of record keeping; modern office procedures; use of computers to generate spreadsheets and Word documents; principles of supervision and training; safe work practices including the use and storage of chemicals.
• Skills to: Demonstrate correct laboratory methods, practices and techniques; operate modern office equipment including computer equipment; type and word process at a speed necessary for successful job performance; demonstrate effective tutoring skills; demonstrate effective supervisory skills.
• Ability to: Tutor students in a variety of the biological sciences; prepare laboratory materials for student and staff use; prepare and mix solutions for reagent; demonstrate correct laboratory methods, practices and techniques; provide assistance to students on matters related to assigned laboratory; understand the mechanical function of and perform routine maintenance and repairs on laboratory equipment; supervise and train student tutors; prepare and maintain accurate and complete records; learn, interpret and apply department policies, procedures, rules and regulations; interact effectively and sensitively with staff and students from diverse backgrounds; communicate clearly and concisely, both orally and in writing; establish, maintain, and foster positive and harmonious working relationships with those contacted in the course of work. Be sensitive to, and have an understanding of, the diverse academic, socioeconomic, cultural, and ethnic backgrounds of community college personnel and students.
EXPERIENCE AND EDUCATION GUIDELINES

Any combination of experience and education that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

**Education:** Associate degree or equivalent from an accredited college or university with major course work in biology, microbiology, biotechnology, or a related field.

**Experience:** One year of tutoring or instructional assistance experience and one year of laboratory experience.