



POSITION DESCRIPTION

TITLE: Career and Technical Lab Assistant:
Cisco and Cyber Security Program

CATEGORY: Classified

FLSA STATUS: Non-exempt

GRADE: D

JOB SUMMARY: Responsible for providing direct tutorial, training, and instructional lab assistance and support to students, instructors, and laboratory personnel in the classroom, and Cisco and Cyber Security lab setting.

In-person work on campus is an essential function of this position.

ESSENTIAL FUNCTIONS:

	YEARLY PERCENT OF TIME
1. Assist students with course and laboratory assignments in the classroom and in the open laboratory environment. Work with students individually or in small groups to demonstrate/review material covered in classroom lectures, procedures, and use of equipment and materials. Review completed student work assignments and suggest resource material for study.	30%
2. Assist in the preparation of laboratory environment setting up of lab equipment, installing, configuring and maintaining lab hardware to include software updates, trouble shoot hardware and software issues. Create and install network cables. Perform routine equipment repairs and maintenance. Call to submit work orders to repair equipment.	30%
3. Monitor the activities of students and staff to insure a safe learning environment. Provide orientation to faculty, staff, and students in the use of the laboratory, equipment, and supplies.	25%
4. Develop and maintain an inventory system for instructional materials and equipment, including computer hardware and software. Coordinate the distribution and retrieval of classroom resources in a self-paced learning environment. Maintain usage records and monitor material returned.	10%
5. Perform other duties as assigned.	5%

SUPERVISORY RESPONSIBILITIES: None

BUDGET RESPONSIBILITIES: None

ESSENTIAL QUALIFICATIONS:

EDUCATION: Associate's Degree or equivalent.

EXPERIENCE: Two (2) years or related experience.

CERTIFICATIONS/LICENSURES: To include Security+ and/or A+, CCNA Cyber Security Operation, CCNA Security (CISCO), or CCENT - Cisco Certified Entry Network Technician.

SPECIAL CONDITIONS:

1. This is a security-sensitive position as defined under the Texas Education Code, Section 51.215; the successful applicant will be required to undergo a criminal background check, as permitted and/or required by applicable law, and in accordance with the College's policies and procedures.

SPECIAL SKILLS AND ABILITIES:

Skills/Abilities:

- Experience troubleshooting and performing routine repair and service on lab equipment (computers, calculators, and printers);
- Effective customer service skills;
- Effective interpersonal and communication (both oral and written) skills;

Equipment Used: Equipment customary to assigned lab setting.

Software Used: A variety of word-processing, spreadsheet, database, e-mail and Internet software.

PHYSICAL REQUIREMENTS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is regularly required to sit and talk or hear. The employee is frequently required to walk and use hands to finger, handle, or feel. The employee is occasionally lift or move up to 30 pounds. Duties performed may cause light fatigue of eyes, fingers, or other faculties due to long periods of standing, sitting, or repetitive motion.

INTERPERSONAL SKILLS:

This position requires the ability to communicate with coworkers, supervisors, and other members of the organization to request and transmit information. Alternative or combined skills in understanding, counseling, and/or influencing people are important in achieving job objectives, causing action, understanding others, or changing behavior; and skills of persuasiveness or assertiveness, as well as sensitivity to the point of view of others.

WORKING CONDITIONS:

Job is performed in laboratory setting with many and frequent distractions such as noise, interruptions, or congested work areas with exposure to some disagreeable elements.

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PHYSICAL REQUIREMENTS & WORKING CONDITIONS: *The physical demands and work environment factors described below are representative of those that must be met by an employee to successfully perform the essential functions of this job.*

PHYSICAL ACTIVITIES:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Stand				X
Walk				X
Sit		X		
Use hands to finger, handle or feel				X
Reach with hands and arms				X
Climb or balance	X			
Stoop, kneel, crouch, or crawl		X		
Talk				X
Hear				X
Taste	X			
Smell	X			

WEIGHT and FORCE DEMANDS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Up to 10 pounds				X
Up to 25 pounds		X		
Up to 50 pounds	X			
Up to 100 pounds	X			
More than 100 pounds	X			

WORK ENVIRONMENT:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Wet or humid conditions(non-weather)	X			
Work near moving mechanical parts	X			
Work in high, precarious places	X			
Fumes or airborne particles	X			
Toxic or caustic chemicals	X			
Outdoor weather conditions	X			
Extreme cold(non-weather)	X			
Extreme hot (non-weather)	X			
Risk of electrical shock	X			
Work with explosives	X			
Risk of radiation	X			
Vibration	X			

VISION DEMANDS:	Required
No special vision requirements	X
Close vision (clear vision at 20 inches or less)	X
Distance vision (Clear vision at 20 feet or more)	X
Color vision (ability to identify and distinguish colors)	X
Peripheral vision	X
Depth perception	X
Ability to adjust focus	X

NOISE LEVEL:	Exposure Level
Very quiet	
Quiet	
Moderate	X
Loud	
Very Loud	

The intent of this job description is to provide a representative and level of the types of duties and responsibilities that will be required of positions given this title and shall not be construed as a declaration of the total of the specific duties and responsibilities of any particular position. Employee may be directed to perform job-related tasks other than those specifically present in this description.

I certify that I have received a copy of this job description. I have read and understand the duties and responsibilities of this position.

X _____
Employee Signature *Date*