

INSTRUCTIONAL MEDIA ASSISTANT

DISTINGUISHING FEATURES OF THE CLASS: This class involves responsibility for demonstrating the use of instructional media equipment to students and faculty. Additionally, the incumbent may be responsible for maintaining records on equipment usage and maintaining a schedule for media utilization. The work is performed under the general supervision with leeway for ordering of tasks. Supervision may be exercised over the work of student aides; does related work as required.

TYPICAL WORK ACTIVITIES: The typical work activities listed below, while providing representative examples of the variety of work assignments in the title, do not describe any individual position. Incumbents in this title may perform some or all of the following, as well as other related activities not described.

Demonstrates to students and faculty, the use of instructional media laboratory equipment, including cassette tapes, videotapes and caramates;

May compile and produce material catalogs;

Catalogs and Inventories Instructional media materials;

Files audio visual equipment;

Maintains records of instructional media materials including usage;

Orders supplies, checks inventory and maintains update listing of laboratory equipment and materials;

Assists faculty in the selection of instructional media materials;

May write and produce modules;

Maintains laboratory area in a neat and orderly manner.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Good knowledge of office terminology, procedures, routines and equipment; good knowledge of instructional media equipment; ability to demonstrate uses of instructional media equipment; ability to carry out written and oral directions; ability to deal effectively with others; clerical aptitude; tact and courtesy; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Either:

- A. Graduation from high school or possession of a high school equivalency diploma and one year clerical experience involving inventory control procedures or scheduling the use of equipment and supplies; **OR**
- B. Three (3) years experience as described in A above; **OR**

Instructional Media Assistant

C. An equivalent combination of training and experience as described above.

ULSTER COUNTY

Adopted: February 23, 1979

3680 INST MED AS

Classification: Competitive

Grade: 6

Union: CSEA