SOUTHWESTERN COMMUNITY COLLEGE DISTRICT

CLASS TITLE: MICROCOMPUTER LAB COORDINATOR

BASIC FUNCTION:

Under the direction of the Dean - Instructional Resources, oversee the operation of assigned Microcomputer Labs and related areas; perform technical functions in support of faculty and staff; assist students in open lab.

REPRESENTATIVE DUTIES:

Oversee the daily operation of assigned microcomputer laboratories and related areas. *E*

Provide information to instructors and students on use of equipment. *E*

Facilitate scheduling of computer literacy classes; direct lab assistants and student programmers; provide assistance to students in open lab. *E*

Establish and enforce lab policies and procedures. *E*

Evaluate and recommend purchases of microcomputer software; maintain current information on prices and packages; design layouts and provide technical support related to purchase of microcomputers and peripherals; research pricing, compatibility and availability of equipment. *E*

Provide in-service training for staff in microcomputer operations and applications. *E*

Operate a variety of microcomputers and peripherals such as hard disks, modems, printers and others. *E*

Maintain records and inventory for LRC lab; provide security for software and hardware. *E*

Assist staff in the development or selection of suitable instructional programs; develop computer-assisted instructional courseware for staff; write programs and adapt existing ones as necessary.

Maintain current knowledge of technological advances in the computer field; attend seminars, trade shows, vendor demonstrations and product training sessions.

Inspect and arrange for maintenance of hardware as required; perform minor adjustments and assist in the installation of new equipment.

Design, install and maintain the division Local Area Network (LAN); provide training and technical support to network users.

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Select, train and direct the work of student assistants as assigned.

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:
Microcomputers including IBM PC, Apple II and MacIntosh.
Programming and hook-up of microcomputers.
Technical aspects of field of specialty including networking a system.
Basic and structured computer language.
Record-keeping techniques.
Computer assisted instruction techniques.
Principles and practices of administration, supervision and training.
District organization, operations, policies and objectives.
Oral and written communications skills.
Interpersonal skills using tact, patience and courtesy.

ABILITY TO:
Program in at least two computer languages currently in use at the College.
Establish and maintain cooperative and effective working relationships with others.
Operate Apple II, IBM and MacIntosh personal computers and peripheral equipment.
Work independently with little direction.
Analyze situations accurately and adopt an effective course of action.
Plan and organize work.
Maintain records and prepare reports, including daily and monthly statistics.
Critique and select microcomputer hardware and software.
Work with mainframe computer environments.
Communicate effectively both orally and in writing.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: two years college-level course work with emphasis on computer programming and two years of experience related to microcomputer applications in an educational setting and the design and implementation of computer-assisted (CAI) courseware.

WORKING CONDITIONS:

ENVIRONMENT:
Microcomputer lab environment.

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PHYSICAL ABILITIES:
Dexterity of hands and fingers to operate a computer terminal and peripheral equipment.
Seeing to observe students in the lab.
Hearing and speaking to exchange information.
Standing for extended periods of time.

HAZARDS:
Extended viewing of computer monitor.