

TITLE: <u>Self Instruction Assistant</u>	SALARY SCHEDULE: <u>Staff</u>	CLASS CODE: <u>SA531</u>
UNION: <u>Staff Association - Local 2071, U.A.W.</u>	SALARY GRADE: <u>3</u>	EEO CODE: <u>50</u>
	FLSA: <u>Non-Exempt</u>	E- CLASS: <u>SA</u>

POSITION PURPOSE

Maintain and distribute audio-visual materials relating to course content to students and faculty. Perform general office routines following established policies and procedures concerning the distribution of audio-visual materials in a service unit of a School or College.

ESSENTIAL JOB FUNCTIONS

- Distribute audio-visual material staff and students. Learning materials on reserve include audiocassettes, videotapes, slides and computer hardware and/or software. Maintain records on when material is due back; assess and collect overdue fines.
- Maintain material and equipment for distribution and use by others. Ensure adequate amount of materials; duplicate lecture tapes; record facility and/or material usage; perform routine maintenance on audio-visual equipment.
- Assist staff and students with audio-visual equipment. Instruct on equipment operation. Advise on when materials will be available or due back. Ensure materials are signed out properly. Ensure recommended and required materials are available and in good condition. Assist students with computer equipment and software.
- Receive and catalog new material. Make recommended and required audio-visual material available for distribution. Purge audio-visual material as necessary to ensure distribute of correct lecture and supplementary material.
- Provide functional supervision to a small number (1-3) of student and part-time personnel. Assign, monitor and review work activities Train in appropriate methods and procedures.
- Perform related work as assigned.

ADDITIONAL COMMENTS

This classification provides responsible and independent support to a School or College by performing tasks to maintain and distribute audio-visual learning materials. This level performs tasks which are procedural in nature. Incumbents must handle new situations based on information learned through prior experience or exposure. Functional work direction may be provided to part-time and/or temporary positions. Incumbents must exercise keen attention to detail and the ability to communicate effectively with others and with University personnel as well as students. This classification reports to and receives work direction from a management level position.

MINIMUM QUALIFICATIONS

- High school graduate or an equivalent combination of education and/or experience.
- Some knowledge of established policies and procedures relating to the distribution of audio-visual equipment.
- Ability to operate standard office equipment, including audio-visual equipment.
- Ability to communicate effectively with others.
- Some knowledge of library catalog techniques desirable.
- Typically, incumbents have worked in an office or library, providing clerical support.