



COORDINATOR, LABORATORY PHYSICAL SCIENCES, MATHEMATICS AND ENGINEERING (PSME)

DEFINITION

Under general supervision, oversees day-to-day activities of the instructional computer labs in the Physical Sciences, Mathematics, and Engineering (PSME) Division; provides specialized assistance and technical support to faculty, staff, and students; plans, prepares, and provides equipment and laboratory simulations, exercises, demonstrations, instructional materials, and supplies; and performs related duties as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from assigned supervisory and managerial staff. Exercises technical and functional direction over and provides training to assigned student workers.

CLASS CHARACTERISTICS

This is a coordinator class responsible for independently coordinating PSME instructional laboratory operations and activities. The duties involved include oversight of budget, performance, and compliance. Positions work on tasks that require the use of discretion and independent judgment in performing assigned work and ensuring the efficient and effective functioning of assigned operations. Assignments are given with general guidelines and incumbents are responsible for establishing objectives, timelines, and methods to deliver work products or services. Work is typically reviewed upon completion for soundness, appropriateness, and conformity to policy and requirements.

EXAMPLES OF TYPICAL FUNCTIONS (Illustrative Only)

- Oversees day-to-day operations of the PSME computer instructional laboratories by preparing and setting up classroom and laboratory experiments, demonstrations, and instructional exercises including computers, tools, equipment, and materials; monitors laboratory activities; establishes and implements laboratory rules and policies according to divisional and District guidelines.
- Provides information and guidance to faculty, staff, and students on use of software, laboratory, and computer equipment; creates, monitors, and maintains student accounts.
- Performs scheduled maintenance and calibration of laboratory equipment and diagnoses and repairs computer hardware and software to ensure proper performance of all equipment, hardware, and software; upgrades hardware and software as needed; performs repairs on equipment using tools, drill press, lathes, and other machines; arranges for outside repairs as necessary.
- Maintains specialized equipment and instruments such as geographic information system/global positioning system (GIS/GPS) and similar systems.
- Provides support to faculty and staff regarding computer software, hardware, and equipment needs; advises faculty and staff on new or upgraded instructional systems; works with faculty to identify future needs and researches, evaluates, and recommends equipment and software purchases for laboratory materials and supplies.
- Assists with the design and maintenance of instructional computer laboratories; maintains facilities as needed.

- Maintains a reference library of instruction manuals and manufacturer's specifications of equipment; establishes and maintains an electronic reference library of instructions for set-up of laboratory equipment.
- Monitors and maintains Physics budget expenditures; evaluates quarterly budget trends on laboratory expenditures; maintains contact with outside laboratory/business representatives.
- Cleans and maintains facilities and equipment; ensures proper storage of equipment, materials, and supplies in compliance with federal and state laws; ensures laboratory and work areas are maintained in a clean and orderly condition.
- Prepares and maintains accurate reports and records of work performed.
- Monitors, orders, receives, issues, and maintains adequate inventory levels of supplies and equipment.
- Performs a variety of administrative office support duties such as maintaining Division's websites; opening and securing offices; and attending and participating in meetings.
- Provides direction, training, orientation, and guidance to assigned student workers; plans, schedules, prioritizes, and assigns work.
- Performs related duties as assigned.

QUALIFICATIONS

Knowledge of:

- Principles, practices, policies, and procedures related to planning, coordinating, and implementing instructional computer laboratory programs, services, and activities including implementation of goals and objectives and oversight of budget, performance, and compliance.
- Principles, theories, terminology, and concepts, equipment, and materials related to physics, earth science, engineering, and mathematics.
- Computer hardware, software, systems/infrastructure, and related peripherals.
- Computer and programming languages.
- Theories, principles, practices, and methods for evaluating, configuring, installing, troubleshooting, and maintaining hardware, software, systems/infrastructure, and related peripherals.
- Applicable federal, state, and local laws, rules, regulations, ordinances, and District policies and procedures relevant to assigned area of responsibility.
- Principles of providing functional direction and training.
- Record keeping principles and procedures.
- English usage, grammar, spelling, vocabulary, and punctuation.
- Modern office practices, methods, and computer equipment and software relevant to work performed.
- Techniques for providing a high level of customer service by effectively dealing with the public, students, and District staff, including individuals of diverse academic, socio-economic, ethnic, religious, and cultural backgrounds, disability, and sexual orientation.

Ability to:

- Demonstrate understanding of, sensitivity to, and respect for the diverse academic, socio-economic, ethnic, religious, and cultural backgrounds, disability, and sexual orientation of community college students, faculty and staff.
- Interpret, apply, explain, and ensure compliance with applicable federal, state, and local laws, rules, regulations, ordinances, and District policies and procedures relevant to assigned area of responsibility.

- Develop, implement, and coordinate assigned instructional computer laboratory programs, services, and activities in an independent and cooperative manner.
- Coordinate and oversee budgetary, performance, and compliance reporting activities.
- Understand different learning styles and potential learning and skills challenges facing community college students.
- Explain principles, theories, and terminology related to assigned area of discipline.
- Perform a variety of support duties and provide technical guidance in the use of PSME laboratory equipment, materials, and instruments including setting up, configuring, installing, and upgrading computer hardware, software, and related systems and diagnosing and repairing basic system problems.
- Engage students in positive learning in an instructional laboratory or other learning environments.
- Prepare clear and concise records, reports, policies, procedures, and other written materials.
- Plan, organize, schedule, assign, train, and review the work of assigned student workers.
- Organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Effectively use computer systems, software, and modern business equipment to perform a variety of work tasks.
- Use English effectively to communicate in person, over the telephone, and in writing.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Education and Experience:

Any combination of training and experience which would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Equivalent to graduation from an accredited four-year college or university with major coursework in computer science, physics, related field and two (2) years of increasingly responsible experience in a computer, instructional/academic support center, and/or or related academic setting.

Licenses and Certifications:

None.

PHYSICAL DEMANDS

Must possess mobility to work in a laboratory setting and use standard office equipment, including a computer; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. Standing in and walking between work areas is frequently required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate laboratory and standard office equipment. Positions in this classification frequently bend, stoop, kneel, and reach to perform assigned duties, as well as push and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 30 pounds with the use of proper equipment. Reasonable accommodations will be made for individuals on a case-by-case basis.

ENVIRONMENTAL ELEMENTS

Employees work in a laboratory environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances.

Salary Grade: C1-53

FLSA: Non-Exempt

EEO Code: H-

Board Approved: April 2021