

# ANNOUNCEMENT OF EMPLOYMENT OPPORTUNITY

## De Anza College

### Computer Laboratory Instructional Coordinator

(Revised 11/28)

Job #07-067

Closing Date: 02/02/07

The Foothill-De Anza Community College District is currently accepting applications for **Computer Laboratory Instructional Coordinator, De Anza College.**

#### **DUTIES AND RESPONSIBILITIES OF THE POSITION INCLUDE:**

Oversee the day-to-day operations of the Business and Computer Systems Division, Computer Laboratory in the Advanced Technology Center. Provide specialized instructional assistance and technical support to student and faculty computer users. Perform complex technical tasks related to the operations and maintenance of the lab. Diagnose network, computer hardware and software problems; communicate with technical staff and provide follow-up information. Assist students with programming assignments, concepts, operating systems, applications and equipment problems. Advise faculty and staff on new or upgraded instructional systems. Monitor and enforce lab rules and policies. Prepare and maintain documentation and prepare handouts regarding lab procedures. Prepare and maintain various records, files, and logs. Train and provide work direction to student personnel. Participate in a variety of division, staff and college meetings and workshops. Perform other related duties as assigned.

#### **MINIMUM QUALIFICATIONS:**

1. 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.
2. Any combination equivalent to a Bachelor's degree in computer science or related field.
3. Two years experience in a computer lab environment.

#### **PREFERRED QUALIFICATIONS:**

1. Knowledge of computer hardware systems, operating systems and software applications (UNIX, Windows XP, Microsoft Office, Mac OS X).
2. Knowledge of programming languages (i.e. HTML, C, C++, PERL, XML, Visual.NET, JAVA).
3. Basic knowledge of networking.
4. Knowledge of methods and procedures of operating computers and peripheral equipment.
5. Knowledge of diagnostic techniques and procedures.
6. Ability to use interpersonal skills with tact, patience and courtesy.
7. Ability to repair basic system malfunctions and maintain system operations.

8. Ability to analyze situations accurately and adopt an effective course of action.
9. Ability to work independently with little direction.
10. Knowledge of assistive technologies a plus. (i.e. JAWS, Dragon NaturallySpeaking, Kurzweil 3000, ZoomText).

#### **APPLICATION MATERIALS:**

1. A District application to be completed at [www.fhdajobs.net](http://www.fhdajobs.net) (a paper application is available by visiting [www.fhda.edu](http://www.fhda.edu) or by contacting Employment Services).
2. Resume of all work experience, formal education and training.
3. Cover letter (not longer than two pages) addressing your qualifications for the position of Computer Laboratory Instructional Coordinator.
4. A separate document that provides information which demonstrates your 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.

Incomplete application packets will not be forwarded to the search committee for review.

Application materials become the property of the District and will not be returned.

#### **CONDITIONS OF EMPLOYMENT**

**Salary:** \$4,439.59 per month plus benefits and swing shift differential; level N-52.

**Position:** Full-time, Permanent, 12 months per year.

**Starting date:** As soon as possible upon completion of the search process.

**Schedule:** Monday –Thursday 2 pm-10 pm  
Friday 8 am– 4:30 pm  
**May be required to work on Saturdays.**

Excellent benefits package which includes full cost medical coverage for employee and eligible dependents, dental, vision care, employee assistance program, long-term disability, retirement benefits and basic life insurance.

For information on our benefits package that includes fully paid medical for employees and dependents, visit our web site:

<http://hr.fhda.edu/benefits>

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Persons with disabilities who require reasonable accommodation to complete the employment process must notify Employment Services no later than the closing date of the announcement.

The successful applicant will be required to provide proof of authorization to work in the U.S.

All interviewing costs incurred by applicant are the responsibility of the applicant.

For more information about our application process contact:

Employment Services

Foothill-De Anza Community College District

12345 El Monte Road

Los Altos Hills, California 94022

(650) 949-6217

Email: [employment@fhda.edu](mailto:employment@fhda.edu)

<http://www.fhda.edu>