CLASSIFICATION SUMMARY: Responsible for performing paraprofessional or entry-level professional activities specializing in the application of operations and/or processes in support of an academic credit or non-credit program and related services. Responsibilities may include providing technical assistance to students; recommending procedures; researching data and information; demonstrating technical skills and providing instruction; and coordinating special projects.

TYPICAL CLASSIFICATION ESSENTIAL DUTIES: (These duties are a representative sample; position assignments may vary.)

1. Demonstrates, observes, and evaluates a variety of skills and procedures in assigned area; provides technical assistance to students and ensures safe and efficient operation of equipment.

2. Assists with developing, implementing, and administering operating policies and procedures and monitors compliance.

3. Coordinates and schedules use of lab and equipment; works with faculty to facilitate instructional activity with equipment as needed.

4. Maintains and performs inventory checks, orders and tracks supplies, and organizes equipment and supplies as received.

5. Provides administrative support, such as maintaining department and employee schedules, editing and preparing work orders and basic reports, researching basic information, and providing related support.

6. Cleans, maintains, and repairs lab equipment; coordinates a maintenance schedule for all equipment and arranges for repair as needed.

7. Performs other duties as assigned

Training and Experience (positions in this class typically require):
Associate's Degree and three years of progressively responsible experience in area of assignment; or an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above.
Licensing Requirements (positions in this class typically require):
- None Required.

Knowledge (position requirements at entry):
Knowledge of:
- Use and operation of equipment in assigned area;
- English grammar, language, spelling, and punctuation;
- Assigned department operations and functions;
- Instructional techniques and practices;
- Clerical and office support practices.

Skills (position requirements at entry):
Skill in:
- Operating a variety of office equipment, including a computer and related software applications;
- Maintaining files and records;
- Following and enforcing oral and written instructions, policies, and procedures;
- Demonstrating a variety of techniques and equipment use in assigned area;
- Applying instructional techniques and practices;
- Monitoring work and providing direction;
- Exercising judgment and discretion;
- Communication, interpersonal skills as applied to interaction with coworkers, supervisor, the general public, etc. sufficient to exchange or convey information and to receive work direction.

Physical Requirements:
Positions in this class typically require: walking, lifting, fingering, grasping, feeling, talking, hearing, seeing and repetitive motions.

Light Work: Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or negligible amount of force constantly to move objects. If the use of arm and/or leg controls requires exertion of forces greater than that for Sedentary Work and the worker sits most of the time, the job is rated for Light Work.

Incumbents may be subjected to moving mechanical parts, electrical currents, vibrations, fumes, odors, dusts, gases, poor ventilation, chemicals, oils, and body fluids.

NOTE:
The above job classification is intended to represent only the key areas of responsibilities; specific position assignments will vary depending on the business needs of the department.
HARRISBURG AREA COMMUNITY COLLEGE
CLASSIFICATION DESCRIPTION

CLASSIFICATION DESCRIPTION TITLE: INSTRUCTIONAL PROGRAM SPECIALIST

Classification History:
Created: 8/8/07

Signature of Employee
Date

Signature of Supervisor
Date