

INSTRUCTIONAL ASSISTANT

Anthropology

DEFINITION

Under general supervision of assigned manager/supervisor, assists faculty by working with students individually or in groups toward the improvement of academic knowledge and technical skill and completing related work as required.

TYPICAL DUTIES

Assist students in achieving workable levels of familiarity with anthropological laboratory equipment, including but not limited to the following: computer work stations, projectors (slide, film and/or video), tape recorders, cameras, microscopes, calipers, archaeological excavation equipment, museum mounting and display equipment. Prepares demonstrations; proctors exams; and assists with recording student grades, records, and files test results in accordance with specific instructions. Assists students in working with skeletal material, cultural artifacts and museum display pieces. Assists faculty members or other staff with laboratory or field research; assists in developing training materials, visual aids; and performs related duties as required.

QUALIFICATIONS

EXPERIENCE

One year of experience in educational, commercial anthropological, or biological laboratories, archaeology field, or museum work experience. (One year of experience is equal to 12 months of experience at 40 hours per week. Applicable part-time experience will be converted to the full-time equivalent for purposes of meeting the experience requirement.)

EDUCATION

Completion of an Associate's Degree in Anthropology, or 60 semester units (90 quarter units) with 13 units in anthropology courses.

KNOWLEDGE OF

Knowledge of anthropological laboratory equipment and procedures is required. Knowledge of instructional methods and training techniques including curriculum design principles, learning theory, group and individual teaching techniques, design of individual development plans, and test design principles. Knowledge of the structure and content of the English language including the meaning and spelling of words, rules of composition and grammar. Knowledge of numbers, their operations, and interrelationships including arithmetic and algebra and their applications. Knowledge of administrative and clerical procedures and systems; word processing; filing and records management systems, forms design principles, audiovisual equipment, and other office procedures and terminology.

SKILLS IN

Skill in training others in how to complete tasks; using multiple approaches when learning or tutoring new things; and in using logic and analysis to identify the strengths and weaknesses of different approaches. Skill in working with new material or information to grasp its implications; assessing how well one is doing when learning or doing something; knowing how to find and identify essential

information; and reorganizing the information to get a better approach to problems or tasks. Skill in using mathematics to solve problems; listening to what other people are saying and asking appropriate questions; being aware of others' reactions and understanding why they react the way they do; and in adjusting actions in relation to others' actions. Skill in identifying the nature of problems; developing approaches for implementing an idea or solution to a problem; and observing and evaluating the outcomes of a problem/solution to identify lessons learned or redirect efforts. Skill in managing one's own time and the time of others; communicating effectively with others orally and in writing as indicated by the needs of the audience; understanding written sentences and paragraphs in work related documents; and working in a multi-lingual, multi-cultural environment.

ABILITY TO (ESSENTIAL FUNCTIONS)

The ability to perform the essential functions of the position; sustain regular work attendance; work cooperatively and effectively with the public, students, faculty and staff; exercise initiative and good judgment; work as a member of a team; and meet schedules and time lines. The ability to work with students having cultural and academic diversity. The ability to operate audiovisual equipment. The ability to operate office equipment including computers and supporting word processing, spreadsheet and database applications.

TYPICAL EQUIPMENT USE (May include, but not limited to)

Anthropological laboratory and audiovisual equipment: computer work stations, projectors (slide, film and/or video), tape recorders, cameras, microscopes, calipers, archaeological excavation equipment, museum mounting and display equipment.