

# Classification and Qualification



# STANDARDS

The California State University System

## Instructional Support Series

Class Title	Class Code	Date Established	Occupation Index Reference
Instructional Support Technician III	1619	7-1-80	P-1
Supervising Instructional Support Technician III	1620	7-1-80	P-1

### DEFINITION:

Under supervision, performs comprehensive instructional support services for scientific laboratories or a large instructional center providing services to one or more related disciplines and support for student and faculty research activities and graduate study. Responsibility includes providing continuous 24-hour a day services for an extensive variety of living materials, dangerous materials, or special technical or scientific equipment which must be kept operable or provided 24-hour a day care.

### DISTINGUISHING CHARACTERISTICS:

Positions in this class compared to the Instructional Support Technician II use greater scope of knowledge of a discipline in coordination of support services because of the greater diversity of laboratory activities and curriculum programs served. In addition to curriculum support services, positions in this class have the added ongoing responsibility to maintain refrigeration, environmental control, power, or backup support for materials and equipment. Although actual equipment maintenance is provided by skilled equipment technicians, the total operation responsibility is characteristic of this position.

### Examples of Typical Activities:

Plans and develops systems for acquisition and dispensing of materials and supplies; writes specifications; seeks resources for gathering or buying rare or unique materials or equipment; repairs or arranges for repair and overhaul of equipment, including technical and scientific equipment; develops schedules for minimizing downtime of equipment; uses knowledge of discipline and knowledge of materials; uses and characteristics to provide 24-hour care to the support systems required for keeping material living, safely stored, or maintained appropriately; works with faculty to assist in the development of new instructional offerings dependent on materials, supplies and equipment support; assists or solves problems related to materials substitutions, costs or new equipment; works with students and faculty on individual projects and research to provide materials and equipment as well as ongoing tending of support which relates to projects which require equipment or other support continuously 24-hours a day, weekdays and weekends. Maintains records and prepares reports; plans and schedules activities; coordinates a variety of activities involving services provided by others such as technical equipment repair.

## **MINIMUM QUALIFICATIONS:**

### **Knowledges and Abilities:**

Knowledge of the principles and methods related to performing support services; knowledge of the principles, information, methods and techniques related to discipline to which assigned; knowledge of the materials and supplies related to the curriculum, their characteristics, and uses.

Ability to plan, organize and schedule work; ability to operate and repair technical and scientific equipment; ability to coordinate support service to meet a comprehensive variety of needs; ability to develop off-campus resources related to the discipline for obtaining materials or equipment.

and

### **Experience:**

Equivalent to four years of experience providing instructional support services for a related unit or discipline, or in producing materials or supplies or repairing equipment in a discipline related to specialty area to which assigned.

or

Equivalent to two years of college with 16 semester units in courses involving extensive use of materials, supplies, or equipment and in a discipline related to the area to which assigned may be substituted for one year of the required experience.

or

Equivalent to four years of college with 16 semester units in courses involving extensive use of materials, supplies, or equipment and in a discipline related to the specialty area to which assigned may be substituted for two years of the required experience.

**Work Week Group:** 4A  
**Premium O/T:** No  
**Shift Differential:** Ño  
**Employee Category:** Non-Academic