

# Classification and Qualification



# STANDARDS

The California State University System

## Instructional Support Assistant I

*Class Code 1577*

*Date Established 07-01-80*

*Occupation Index Reference P-1*

### **DEFINITION:**

Under immediate supervision, performs support services for an instructional program by providing materials, supplies, equipment and related logistical support to lecture, laboratory, research and other instructional activities for a few courses with similar needs; work follows instructions and guidelines; incumbents have responsibility for providing support at the time and place appropriate to faculty and student needs and frequently work independently after tasks are learned.

### **DISTINGUISHING CHARACTERISTICS:**

Incumbents of positions in this class are distinguished from those in the next higher level, Instructional Support Assistant II, by performing services that are well-structured and for which incumbents are provided specific training guidelines and instructions in contrast to the Assistant II level which provides greater diversity of service and requires greater judgment because of the diversity. Incumbents in this class usually work independently without the supervisor being present and are expected to follow the procedures and guidelines that have been furnished. Support is usually provided to a few similar courses, or for parts of the program having similar needs. Work may involve preparation of materials such as mixing of solutions or simple changing of materials from the state in which they are purchased; such preparation is expected to follow guidelines using skills or methods that can be learned on the job.

### **Examples of Typical Activities:**

Selects required materials, supplies and equipment from storage; moves them to the required area prior to need and returns materials after use, and performs any cleaning or minor maintenance required; sets up equipment for use in the classroom or laboratory; orders stores and issues materials, supplies and equipment; dispenses and portions supplies and materials; arranges displays; makes labels or prepares identification of materials, supplies, and equipment; orders, receives, stores, and inventories materials supplies, and equipment; checks and arranges learning areas used by students to prepare and maintain them; checks equipment and may clean, make adjustments or perform simple repairs or servicing; keeps records of issue and use of materials, supplies, and equipment; prepares schedules or lists; collects specimens.

Some assignments may involve preparation of materials following well-defined procedures related to nurturing living specimens or maintaining delicate materials or objects; makes solutions,, mixtures, and other preparations following guidelines for non-living materials.

## **MINIMUM QUALIFICATIONS:**

### **Knowledges and Abilities:**

Knowledge of procedures and practices related to providing support services; knowledge of procedures and practices related to ordering, issue and inventory.

Ability to learn quickly the names, uses, and care of common types of materials, supplies, and equipment used in the instructional program to which assigned; ability to inspect materials, supplies, and equipment to determine their suitability for various uses; ability to prepare and follow schedules for providing service; ability to count and perform simple arithmetic calculations; ability to read and write at a level suitable for performance on the job.

and

### **Experience:**

Equivalent to six months of experience performing support services for an instructional program and involving such activities as preparing, producing, dispensing or storing materials, supplies, and equipment.

or

Equivalent to one year of experience in ordering, purchasing, accounting or in office work related to technical materials, supplies or equipment or in an office which provided similar services to a technical function or unit.

or

Equivalent to two years of college with 16 semester units in courses involving extensive use of materials, supplies, or equipment.

**Work Week Group:** 1  
**Premium O/T:** Yes  
**Shift Differential:** Yes  
**Employee Category:** Non-Academic