



# EMPLOYMENT OPPORTUNITY

COLLEGE OF THE SISKIYOU – HUMAN RESOURCES  
800 COLLEGE AVENUE - WEED, CALIFORNIA 96094

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[www.siskiyous.edu/jobs](http://www.siskiyous.edu/jobs)

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CLASSIFIED VACANCY

POSITION: **INSTRUCTIONAL SUPPORT SPECIALIST 2, HEALTH SCIENCES**

FILING DATE: **OPEN UNTIL FILLED**  
FIRST REVIEW DATE: **MARCH 12, 2010**

SALARY: **\$1,866 - \$2,333 PER MONTH**

JOB NUMBER: **2009-10-13**

## **The Position**

Under the direction of the Systems Support Specialist, provide on-going technical and instructional support for simulation set-up and delivery. This position will be responsible for audio-equipment evaluation, support, maintenance and set-up, computer software support for simulation tools, as well as manikins and other equipment and supplies (medications/orders/ID/chest tubes, etc.) used in the simulation program. Perform other duties directly related to this job description.

## **Principal Duties & Responsibilities**

### **General**

- Maintain documentation on various procedures.
- Maintain knowledge of appropriate software, hardware, and lab, classroom, and simulation technologies.
- Receive, order, stock, and issue computer, simulation and related supplies and equipment.
- Complete regular inventory.
- Maintain computer, simulation and related supplies and equipment.
- Supervise students in the lab or classroom to maintain a quiet and orderly environment.
- Work with Technology Services and vendors to maintain equipment and resolve problems.
- Prioritize workload to ensure all tasks are completed in a timely manner.
- Perform clerical tasks such as handling phone calls to the area, typing, word processing, scheduling meetings or appointments, preparing reports, and maintaining files and records.
- Attend staff development and in-service training programs as appropriate.
- Maintain web pages.

### **Health Sciences**

- Set up simulation supplies and equipment to meet training objectives.
- Operate computer mannequins, related operating software, characteristics and programming, and audio-visual and video-conferencing equipment.
- Set up and assist with operation of simulation equipment including recording and playback with the ability to follow medical aspects of scenario and make appropriate adjustment on participant actions.
- Requisition supplies and equipment as needed for instruction.
- Select and organize teaching aides to include films, slides, charts and nursing supplies and equipment to demonstrate improved methods of patient care.
- Maintain required departmental records, reports and statistics as appropriate.
- Keep abreast of new developments in training techniques, methods and programs.
- Maximize creativity with established learning context to simulate realism.
- Develop optimum familiarity with equipment and support technologies.
- Manage technology related maintenance agreements.
- Operate computer mannequins, related operating software, characteristics and programming, and A/V equipment.
- Locate and manage medical supplies needed to enhance delivery of simulation activities (e.g. pharmacy drugs, dressings).
- Provide logistical support for simulation activities including; set-up and tear down of human patient simulators (HPS), computer, and A/V equipment.
- Demonstrate a sensitivity to and understanding of the diverse academic, socioeconomic, cultural and ethnic backgrounds of staff and students and of staff and students with physical and learning disabilities.
- Perform other duties directly related to this job description.

### **Minimum Qualifications**

1. Any combination of experience and training equivalent to the completion of one to two years of college level course work in computer science or telecommunications area.
2. One to two years of recent experience working with students or in a technology related field.
3. Background in computer use, set-up, trouble shooting, and maintenance.
4. Experience setting up audiovisual equipment.

### **Preferred Qualifications**

1. Associates or higher degree in computer science or related field.
2. One to two years working as a tutor or instructional aide in a technology related field.
3. Experience with setting up simulations.

### **Knowledge of:**

- computers, computer software and hardware, and equipment specifically related to telecommunications.
- the basic office practices and business communications.
- basic principles, methods and practices of accounting, spreadsheet and word-processing applications and interactive accounting applications.
- computer and related software, including the current version of Windows, Microsoft Office Suite, and website development/maintenance software.
- basic human biology including parameters of heart, respiration, blood pressure, airway, and physiological response to hypoxia and other physical stressors.

### **Ability to:**

- deal effectively with a wide variety of personalities and situations requiring diplomacy, tact, friendliness, poise, and firmness.
- perform simple clerical tasks and operate standard office machines and audiovisual equipment.
- communicate satisfactorily in both oral and written form and use appropriate and correct English, spelling, grammar and punctuation.
- perform mathematical calculations in a timely manner and with accuracy.
- operate technological equipment.

### **Physical Abilities:**

While performing the duties of this job, the employee is regularly required to sit. The employee frequently is required to use hands and fingers to handle or feel; reach with hands and arms; and talk or hear. The employee is occasionally required to stand and walk. There is light to moderate physical effort; must be able to lift up to 50 pounds; occasional standing or walking; periodic handling of light to moderate weight objects. Light to moderate stress level.

### **Environmental Conditions:**

Indoor work environment with normal temperatures.

### **Assignment and Salary**

The beginning salary for this 32-40 hour per week, 10-month per year positions is \$1,866-\$2,333 per month. A regular work schedule will be established and may include day, evening or weekend periods. The position that is currently opened will be assigned to the Yreka Campus and will be assigned to work the week day shift or will be required to cover weekend hours if any.

### **Benefits**

The District offers competitive health, vision and dental insurance for the employee and dependents. Employees contribute a percentage of their salary toward the Medical Benefits program. The District provides vacation, sick leave and paid holidays. The employee participates in the Public Employee Retirement System through District and employee contributions.

### **Application Procedure**

To be considered for this position, candidates must submit all required materials prior to 4 p.m., March 12, 2010. Postmarks will not be accepted. Materials submitted in addition to those listed below will not be considered in the screening process. It is the applicant's responsibility to ensure that all requested materials are received by the filing deadline. **All materials submitted are for this position only, and become the property of the District. Materials will not be returned, copied, or considered for other openings. Any travel expenses incurred are the applicants' responsibility.**

## **Required Documents**

The following materials should be submitted to:

Human Resources  
College of the Siskiyous  
800 College Avenue  
Weed, CA 96094  
[HR@siskiyous.edu](mailto:HR@siskiyous.edu)

The Human Resource Office is located in the Administration Wing of the John Mantle Student Center on the Weed Campus. Office hours are 8:00 a.m. to 5:00 p.m., Monday through Friday.

- Application Cover Sheet (Available at [www.siskiyous.edu/jobs](http://www.siskiyous.edu/jobs) )
- Cover letter which addresses Minimum and Desired Qualifications
- Current Resume
- Transcripts of any college work being used for qualification. (Copies are acceptable to apply. The successful candidate must provide original transcripts upon hiring. Foreign transcripts **must** include a U.S. evaluation **and** translation.)
- A list of four references. Include the reference's title and current contact information. (Three of the references should have no affiliation with College of the Siskiyous.)

**Information about this position may be requested by writing, calling or emailing:**

Human Resources  
College of the Siskiyous  
800 College Avenue  
Weed, CA 96094  
Phone: 530-938-5317  
Fax: 530-938-5227  
[HR@siskiyous.edu](mailto:HR@siskiyous.edu)

## **Screening Process**

After the preliminary screening, selected candidates will be invited to the Weed campus for an initial interview with the Search Committee. Candidates to be interviewed will be selected from applicants who most closely meet the minimum and desired qualifications. Meeting the minimum qualifications does not guarantee an interview. The Search Committee will recommend a slate of finalists to the Superintendent/President for a final interview.

The District reserves the right to re-advertise the position or to delay indefinitely filling of the position if it is deemed that applicants for the position do not constitute an adequate applicant pool or if funding is not available.

## **Conditions of Employment**

Employees must satisfy all the pre-employment requirements prior to appointment that include, but are not limited to, tuberculosis clearance (EC 87408.6), fingerprint processing, and verification of their legal right to work in the United States

A pre-employment physical examination may be required.

***Applicant requiring reasonable accommodations in completing the application or interview process must notify the Human Resource Office in advance.***

***College of the Siskiyous is an Equal Opportunity Employer. All qualified applicants will receive consideration for employment without regard to race, creed, color, national origin, gender, age, marital status, disability, political affiliations, sexual orientation, or beliefs.***