

## KERN COMMUNITY COLLEGE DISTRICT

---

**CLASS TITLE:     LEARNING CENTER TECHNICIAN**

**BASIC FUNCTION:**

Under the direction of an assigned supervisor, perform a variety of technical duties in support of the Learning Assistance Center and the Special Services program; participate in the recruitment and selection of student tutors.

**REPRESENTATIVE DUTIES:**

Recommend and assist in the implementation of the goals and objectives of the tutorial program; establish schedules and methods for tutorial services; implement policies and procedures. *E*

Participate in the recruitment and selection of student tutors and assigned staff; provide or coordinate tutorial staff training; provide work direction and guidance to assigned staff; work with tutorial staff to improve work performance; calculate and process the student tutor payroll. *E*

Provide clerical assistance for the Learning Assistance Center staff; answer telephones; refer callers to proper departments as needed; provide information to students, the public and other offices; schedule tutorial appointments; assist students with the completion of necessary forms. *E*

Prepare a variety of reports on operations and activities of the Learning Assistance Center and of Special Services activities; maintain or supervise the maintenance of a variety of files relating to departmental or tutorial program students and instructors. *E*

Arrange and monitor a variety of testing programs including CLEP, SAT, placement and competency tests; proctor a variety of exams; assist with the operations of laboratory classes conducted in the Center. *E*

Monitor and implement assigned budget. *E*

Coordinate the use of Learning Center equipment and books; arrange maintenance and repair of the Learning Center equipment. *E*

Attend and conduct a variety of meetings; prepare minutes and agendas as required.

Perform related duties as assigned.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

Modern office practices, procedures and equipment.

Principles and practices of supervision and training.

Policies and objectives of assigned program and activities.

Budget preparation and control.  
Telephone techniques and etiquette.  
Record-keeping and report preparation techniques.  
Basic recruiting techniques.  
Basic principles and methods of instruction.  
Payroll preparation techniques.  
Operation of standard office equipment, including a computer.  
Correct English usage, grammar, spelling, punctuation and vocabulary.  
Oral and written communication skills.  
Interpersonal skills using tact, patience and courtesy.

**ABILITY TO:**

Apply and explain department and program curriculum, objectives and goals.  
Recruit, train and provide work direction to student tutors and assigned staff.  
Calculate and process student tutor payroll.  
Operate a variety of standard office equipment including a computer.  
Maintain records and prepare reports.  
Meet schedules and time lines.  
Maintain current knowledge of program rules, regulations, requirements and restrictions.  
Make generalizations, evaluations or decisions without immediate supervision.  
Assign and review the work of others.  
Complete work with many interruptions.  
Communicate effectively both orally and in writing.  
Establish and maintain cooperative and effective working relationships with others.  
Answer telephones and greet the public courteously.

**EDUCATION AND EXPERIENCE:**

Any combination equivalent to: graduation from high school supplemented by specialized training in office administration or a related field and two years of increasingly responsible office experience.

**WORKING CONDITIONS:**

**ENVIRONMENT:**

Office environment.  
Constant interruptions.

**PHYSICAL DEMANDS:**

Incorporated within one or more of the previously mentioned essential functions of this job description are essential physical requirements. The chart below indicates the percentage of time spent on each of the following essential physical requirements.

1. Seldom = Less than 25 percent      3. Often = 51-75 percent  
2. Occasional = 25-50 percent      4. Very Frequent = 76 percent and above

- 4 a. Ability to work at a desk, conference table or in meetings of various configurations.  
1 b. Ability to stand for extended periods of time.  
4 c. Ability to sit for extended periods of time.  
4 d. Ability to see for purposes of reading printed matter.  
4 e. Ability to hear and understand speech at normal levels.  
4 f. Ability to communicate so others will be able to clearly understand a normal conversation.  
1 g. Ability to bend and twist.  
1 h. Ability to lift 10 lbs.  
1 i. Ability to carry 10 lbs.  
3 j. Ability to operate office equipment.  
1 k. Ability to reach in all directions.

*This job description is intended to describe the general nature and level of work being performed. It is not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of individuals so classified.*