QUALIFICATIONS (continued)

Other Minimum Requirements:

- Specified positions may require possession of and ability to maintain a valid California driver’s license and a safe driving record during the course of employment
- Specified positions may require bilingual skills in Spanish/English or other languages
- Specified positions may require registration, licensure or certification related to the assigned instructional program area

Desirable:

- Experience providing service and/or support in an academic library setting

Education and Experience:

A typical way of gaining the knowledge and skills outlined above is:

Instructional Assistant I – Library/Learning Resources Center: Equivalent to completion of two years of college with college level, lower division* coursework in areas which will provide the knowledge and skills to support the Library/LRC *(transfer-level, sophomore or above) and two years of experience in either educational support work which has included interaction with students in a classroom or tutorial setting, or work in an academic library setting.

Please note: Additional experience that would provide the required expertise as outlined above may be substituted for the education on a year-for-year basis and/or additional education may be substituted for the experience on a year-for-year basis.

Instructional Assistant II – Library/Learning Resources Center: In addition to the above, one year of full time equivalent experience providing instructional assistance in a laboratory or tutorial setting at a level equivalent to the College's classification of Instructional Assistant I.

Established: December 14, 2011