

■ For more information or application materials, contact us at: College of the Redwoods  
Office of Human Resources  
7351 Tompkins Hill Road  
Eureka, CA 95501-9300

phone 707.476.4140  
tty 707.476.4443  
fax 707.476.4421  
email [hr@redwoods.edu](mailto:hr@redwoods.edu)



We will continuously seek and support a dedicated, highly-qualified staff that is diverse in terms of cultural background, ethnicity, and intellectual perspective and that is committed to fostering a climate of academic freedom and collegiality. We will encourage and reward professional development for all staff and will all share in the responsibility for student outcomes.

College of the Redwoods affirms its responsibility to address the diverse civic needs of the many communities we serve and to provide leadership in the civic, cultural, and economic development of the North Coast region.

### *Making a Difference* [www.redwoods.edu](http://www.redwoods.edu)

College of the Redwoods is committed to equal opportunity in its employment and encourages application from underrepresented group members (women, minorities, persons with disabilities, and Vietnam-era veterans).

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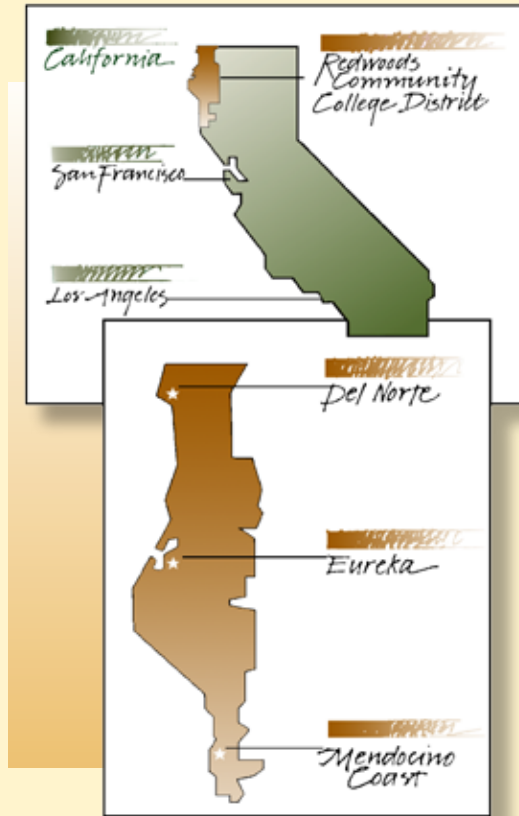
Located on the beautiful northern coast of California, College of the Redwoods has a proud history of high-quality education dedicated to student success. With a campus in Eureka, and education centers in Crescent City and Fort Bragg, as well as sites in Hoopa, Eureka Downtown, and Arcata, Redwoods Community College District offers a wide variety of learning opportunities to serve the citizens of Humboldt, Del Norte, and Mendocino counties.



COLLEGE OF THE REDWOODS invites applications for

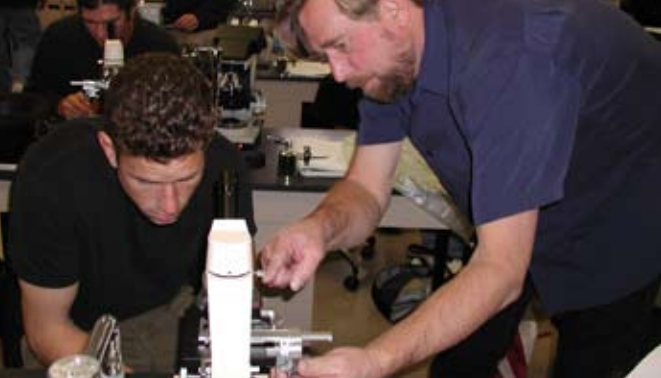
Instructional Support Specialist I - Auto

First Review Date:  
September 21, 2009



MAP | College of the Redwoods is located in Northern California. There are three campuses, each set in a picturesque environment between giant redwood groves and the Pacific Ocean. The Eureka Campus is located at the southern outskirts of the city of Eureka, 270 miles north of San Francisco; Del Norte Campus is in Crescent City, 30 miles south of the Oregon border, near Point St. George; and Mendocino Coast Campus is in the city of Fort Bragg, on the Mendocino coast of California.





**Position**      **Instructional Support  
Specialist I - Auto**

**First Review Date September 21, 2009**

**684hours/year**

**Hourly Salary Range**  
**\$ 13.63 - \$19.29**

**Summary**

Provides assistance to students involved in a classroom/laboratory setting. Tasks performed require technical competence in the subject taught. Maintain automotive test equipment, perform vehicle maintenance, set-up lab for instruction, check out/in tools. Knowledge of auto repair shop operation, ability to identify tools and equipment, good working knowledge of basic repair and maintenance practices, use Microsoft Office software.

**Duties and Responsibilities**

- In consultation with senior-level staff or faculty, works with students individually or in small groups to enhance their learning, providing direct assistance in the use of equipment and materials needed for instruction. Assists and corrects students with problems, practice sets, and homework, both manual and computerized.
- Maintains files of each students' papers; monitors lab hours attended by each student; maintain records and course material as directed.

- Distributes learning materials to students such as assignments, cassette players, tapes, visual aids and other teaching tools, ensuring proper inventory controls.
- Orients students to a learning laboratory. Sets up pre-determined learning or lab experiences for students as required by faculty direction.
- Provides support to students using computers. Assists students to solve common problems with computer software or input/output devices.
- Administers homework assignments, learning simulations, tests (including pre-and-post assessments) and quizzes students based on formats provided by instructors. Corrects tests and student homework and supplemental learning exercises using templates or fact sheets derived by faculty. Provides feedback to students on test and homework results.
- Maintains instructional laboratory or equivalent environment in a safe, clean and orderly condition. Assists in maintaining operational condition of equipment.
- Performs clerical support such as layout, preparation, and copying of instructional materials and forms, student information such as instructional goals, and tests. May take messages for students or instructors who are working in the area.
- Provides students, staff, and the public with information over the telephone or in person relating to specific programs.
- Performs other duties as assigned that support the overall objective of the position.

**Knowledge and Skills**

**Knowledge of:** The position requires a working knowledge of instructional techniques and subject-specific skills sufficient to instruct and tutor students on an informal level. Working technical knowledge of the principles and practices of laboratory instruction and techniques for use of equipment or learning assistance devices. Requires a working knowledge of the operation of computers and software programs, particularly those supporting the subject being taught. Requires strong analytical skills to analyze situations and develop appropriate response. Requires well-developed human relations skills to convey technical concepts to students and interact in a courteous manner. Requires sufficient language and writing skills to prepare instructional support materials.

**Abilities:** Requires the ability to carry out the responsibilities of the position including deliver instruction support, set up laboratory assignments and tests, as well as student projects. Must be able to maintain the lab and equipment in a safe and organized manner. Requires the ability to instruct students in the use of equipment and programs. Requires the ability to perform routine record keeping and report writing duties. Must be able to organize and prioritize work and manage time effectively. Must be able to communicate in both formal and informal setting with students, instructors, and other interested parties. Requires sensitivity to the needs and behavior of students of various ethnic and cultural backgrounds and disabilities. Requires sufficient ambulatory to move to work stations. Requires good arm, hand, finger dexterity in order to use a personal computer keyboard and other office equipment. Requires normal hearing and speaking skills to communicate with staff and students in one-on-one and small group settings. Requires visual acuity to read numbers and words and to observe students perform tests and assignments.

**Education and Experience**

The position requires an Associates degree or equivalent technical certification plus demonstrated experience working with students in a lab or remedial learning environment.

**Application Process**

1. Apply on-line - you will need the information listed below to complete the on-line process. Go to our application portal at:  
<https://employment.redwoods.edu/>
2. The following materials will be required to be entered or attached as part of your application. The following file formats will be accepted for attachments - .doc; .pdf; and .jpg.
3. Letter of introduction expressing interest in the position and describing the candidate's qualifications for the position.
4. Professional résumé or curriculum vitae.
5. A list of three professional references is required. Include the reference's title and current contact information.

**Incomplete application packets will not be forwarded for consideration by the Selection Committee.**

**Application Procedures**

All documents included in your application file become the property of the College and will not be returned. Your file for this opening will not be considered for future openings. New documents must be submitted for each opening.

To be included in the first review, the completed the applicant must complete the application process on-line by 5 p.m. on the first review date.

If, because of a disability, you need special services or facilities in order to apply or interview for this opening, please call Human Resources.

Applications are available at [www.redwoods.edu](http://www.redwoods.edu) or contact:

Office of Human Resources  
College of the Redwoods  
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Eureka, CA 95501-9300

**phone** 707.476.4140  
**job line** 707.476.4598

**Conditions of Employment**

Prior to beginning employment and in accordance with Federal Law, all employees must

1. Sign the Oath of Allegiance and the Drug-free Workplace Policy forms, and
2. Present verification of their identity and authorization to work in the United States immediately upon employment.

In addition, the finalists must pass a pre-employment physical examination at the District's expense.

California School Employees Association is the exclusive bargaining representative for College of the Redwoods Classified Employees. Each employee hired into a classified position shall contribute to the administration of this contract by membership dues or service fees.

In an effort to compensate new classified employees for relevant previous employment experience, the Human Resources /Equal Employment Officer is authorized to determine an initial salary placement not higher than step 3 of the salary schedule per the current Collective Bargaining Agreement. The monthly/hourly salary range indicated is reflective of a 13-step salary schedule.