General Statement of Job

The Instructional Technologies Clerk works closely with other media services staff to support the clerical and office needs of the Instructional Technologies department.

Specific Duties and Responsibilities

Essential Functions:

1. Performs clerical duties including answering telephone calls, scheduling appointments, typing and word processing, and scheduling equipment deliveries.
2. Maintains up-to-date inventory of all instructional equipment managed by the College’s Instructional Technologies department.
3. Schedules, checks out, sets up and assists faculty and students use various types of instructional (AV) equipment.
4. Contacts Instructional Technologies department clients to ensure quality of services.
5. Videotapes classroom activities and campus meetings upon request.
6. Duplicates videotapes, audio tapes, and other instructional materials as requested and is permitted by copyright law.
7. Performs other duties as assigned.

Required Education and Experience

1. High school diploma or GED required; College Certificate or 30 college hours, preferred.
2. At least two (2) years of recent media or related work experience in a similar work environment, preferred.

Required Knowledge, Skills and Abilities

1. Excellent oral, written and interpersonal communication skills.
2. Ability to perform basic office skills.
3. Excellent customer service skills.
4. Excellent organizational skills.
5. Basic computer literacy, including use of common applications such as Microsoft Office; experience with Microsoft Excel and Access strongly preferred.
6. Familiarity with the operation and maintenance of audiovisual equipment.
7. Ability to work independently as well as a team player within department and with others.
8. Demonstrated ability to interact effectively with a diverse, multi-cultural student population.
9. Demonstrated commitment to the community college philosophy of education.
10. Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals.
11. Ability to write routine reports and correspondence.
12. Ability to speak effectively before groups of students or employees of organization.
13. Ability to apply practical understanding to carry out instructions furnished in written, oral, or diagram form.
14. Ability to deal with problems involving several concrete variables in standardized situations.

Checks, Certificates, Licenses, and Registrations

1. All applicants are subject to a national criminal background check under STC policy.

Physical Requirements

1. Exerting up to 50 pounds of force occasionally, and/or up to 30 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.
2. Maintaining body equilibrium to prevent falling while walking, standing or crouching on narrow, slippery, or erratically moving surfaces. The amount of balancing exceeds that needed for ordinary locomotion and maintenance of body equilibrium.
3. Ascending or descending ladders, stairs, scaffolding, ramps, poles and the like, using feet and legs and/or hands and arms. Body agility is emphasized.
4. Moving about on hands and knees or hands and feet.
5. Bending the body downward and forward by bending leg and spine.
6. Perceiving attributes of objects, such as size, shape, temperature or texture by touching with skin, particularly that of fingertips.
7. Picking, pinching, typing, or otherwise working, primarily with fingers rather than with the whole hand as in handling.
8. Applying pressure to an object with the fingers and palm.
9. Picking, holding, or otherwise working, primarily with the whole hand.
10. Perceiving the nature of sounds at normal speaking levels with or without correction.
11. Ability to receive detailed information through oral communication, and to make the discrimination in sound.
12. Bending legs at knee to come to a rest on knee or knees.
13. Raising objects from a lower to a higher position or moving objects horizontally from position-to-position. Occurs to a considerable degree and requires substantial use of upper extremities and back muscles.
14. Ability to make rational decisions through sound logic and deductive processes.
15. Using upper extremities to exert force in order to draw, haul or tug objects in a sustained motion.
16. Using upper extremities to press against something with steady force in order to thrust forward, downward or outward.
17. Extending hand(s) and arm(s) in any direction.
18. Substantial movements (motions) of the wrist, hands, and/or fingers.
19. Expressing or exchanging ideas by means of the spoken word including the ability to
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convey detailed or important spoken instructions to other workers accurately and concisely.

20. Standing particularly for sustained periods of time.
21. Bending body downward and forward by bending spine at the waist. Occurs to a considerable degree and requires full motion of the lower extremities and back muscles.
22. Expressing or exchanging ideas by means of the spoken word including those activities in which they must convey detailed or important spoken instructions to other workers accurately, loudly, or quickly.
23. Shouting in order to be heard above ambient noise level.
24. Have close visual acuity to perform an activity such as preparing and analyzing data and figures, transcribing, viewing a computer terminal, and/or extensive reading, including color, depth perception, and field vision.
25. Visual acuity to determine the accuracy, neatness, and thoroughness of the work assigned or to make general observations of facilities or structures.
26. Have visual acuity to operate motor vehicles and/or heavy equipment.
27. Have close visual acuity to perform an activity such as visual inspection involving small defects, small parts, operation of machines, using measurement devices, and/or assembly or fabrication parts at distances close to the eyes.
28. Moving about on foot to accomplish tasks, particularly for long distances or moving from one work site to another.

The above job description is not intended as, nor should it be construed as, exhaustive of all responsibilities, skills, efforts, or working conditions associated with this job.

Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions of this job.

HOW TO APPLY: Submit a South Texas College application, letter of intent, resume, copies of transcripts (official transcripts required if hired) and a list of five professional references with addresses and phone numbers to:

SOUTH TEXAS COLLEGE
OFFICE OF HUMAN RESOURCES
2501 W. Pecan Blvd.
McAllen, TX  78501

No person shall be excluded from participation in, denied the benefits of, or be subject to discrimination under any program or activity sponsored or conducted by South Texas College on the basis of race, color, national origin, religion, age, sex, gender, disability, genetic information, or veteran status.