This position description is used as a basis for determining the position classification and is maintained as an official record of the duties assigned to this position. This description is intended to be an accurate reflection of the assigned work, however, it is understood that duties may be removed, modified or assigned, and may not be included on this description.

**\*\*PLEASE NOTE**: Position descriptions for recruitments and/or hires must be submitted and approved in PageUp. Use this template for non-recruitment related transactions only. (E.g. make a change to a current employee’s position description, reclassifications, etc.)\*\*

**DEPARTMENT:**       **POSITION:** [ ]  NEW [ ]  EXISTING

**POSITION CLASSIFICATION:** Instructional Support Technician I **CSU WORKING TITLE:**

**EMPLOYEE NAME:**       **FLSA:** Non-exempt

**SUPERVISOR NAME AND CLASSIFICATION:**      ;

**A. JOB SUMMARY/BASIC FUNCTION** (For recruitments and/or hires, this section will be completed in PageUp only)

**B.** **LEAD RESPONSIBILITIES (**For recruitments and/or hires, this section will be completed in PageUp only)

|  |  |
| --- | --- |
| **CLASSIFICATION OF POSITION(S):** | **NUMBER OF EMPLOYEES:** |
|       |       |

**C.** **PHYSICAL AND MENTAL REQUIREMENTS** (For recruitments and/or hires, this section will be completed in PageUp only)

The physical demands described are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

*
*
*

**D.** **ENVIRONMENTAL REQUIREMENTS** (For recruitments and/or hires, this section will be completed in PageUp only)

*
*
*

**E. MINIMUM QUALIFICATIONS** (For recruitments and/or hires, copy this section into the correlating PageUp field)

* **Experience:** Equivalent to two years of experience providing instructional support services for a unit or discipline, acting as a student assistant, or in producing materials or supplies related to the discipline; **OR**
* **Education:** Equivalent to two years of college with 16 semester units in courses involving extensive use of materials, supplies, or equipment and in a discipline related to the area to which assigned may be substituted for one year of the required experience; **OR** Equivalent to four years of college with 16 semester units in courses involving extensive use of materials, supplies, or equipment and in a related discipline may be substituted for the experience.

**F. REQUIRED QUALIFICATIONS** (For recruitments and/or hires, copy this section into the correlating PageUp field)

* Knowledge of principles of providing support services.
* Knowledge of the common principles, methods, and techniques related to the discipline.
* Knowledge of the materials, supplies and equipment and their uses related to the discipline.
* Ability to evaluate the materials and supplies used.
* Ability to learn to adjust and make minor repairs on scientific equipment.
* Ability to operate scientific or highly technical equipment and to interpret results.
* Ability to plan activities and prepare schedules.
* Ability to use methods, techniques and skills related to the discipline in preparing specialized materials.
* A background check (which may include: checks of employment records, education records, criminal records, civil records, motor vehicle records, professional licenses, and sex offender registries, as position requires) must be completed satisfactorily before any candidate can be employed with the CSU.

**G. PREFERRED QUALIFICATIONS** (For recruitments and/or hires, this section will be completed in PageUp only)

*
*
*

**H. SENSITIVE POSITION CRITERIA** (For recruitments and/or hires, this section will be completed in PageUp only)

 (Please check ALL boxes that apply to the position)

[ ]  This position will be responsible for the care, safety and security of people (including direct contact with children and minors), animals and CSU property.

[ ]  This position will have authority to commit financial resources of the university through contracts greater than $10,000.

[ ]  This position will have access to, or control over, cash, checks, credit cards, and/or credit card account information.

[ ]  This position will have responsibility or access/possession of building master or sub-master keys for building access.

[ ]  This position will have access to controlled or hazardous substances.

[ ]  This position will have access to and responsibility for detailed personally identifiable Level 1 information about students, faculty, staff, or alumni that is protected, personal, or sensitive. (For examples of Level 1, 2, and 3 Data, please see [CSU Policy 8065](http://www.calstate.edu/icsuam/sections/8000/8065_FINAL_DRAFT_Data_Classification_CW_V4.pdf).)

[ ]  This position will have control over campus business processes, either through functional roles or system security access.

[ ]  This position will have responsibilities that require the employee to possess a license, degree, or credential or other certification in order to meet minimum job qualifications and/or to qualify for continued employment.

[ ]  This position will have responsibility for driving or operating vehicles, machinery or equipment that could pose environmental hazards or cause injury, illness, or death.

[ ]  None of the above is applicable to the position.

*The incumbent is considered a Limited Mandated Reporter under the California Child Abuse and Neglect Reporting Act, updated July 2017, Penal Code Section 11165.7(a)[21] and is required to comply with the requirements set forth in CSU Executive Order 1083 as a condition of employment.*

*The incumbent is considered neither a Limited nor General Mandated Reporter under the California Child Abuse and Neglect Reporting Act, updated July 2017.*

|  |  |
| --- | --- |
| **I. JOB DUTIES** (For recruitments and/or hires, this section will be completed in PageUp only) | **Percentage of Time (%)** |
| *
*
*
 |       |
| *
*
*
 |       |
| *
*
*
 |       |
| *
*
*
 |       |
|  | **100% TOTAL** |

**J. SIGNATURES** (*Signature indicates that this is an accurate description of assigned duties.*)

(For recruitments/hires, this section will be completed in PageUp only)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Employee Name Employee SignatureDate

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Supervisor Name Supervisor SignatureDate

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Dept Head/Next Level MPP Name Dept Head/Next Level MPP Signature Date