

GROSSMONT-CUYAMACA COMMUNITY COLLEGE DISTRICT

STRATEGIC HIRE REQUEST

October 3, 2014

Site	Position	Justification
CC	IA-00117 Instructional Lab Assist., Int. – Music .475 FTE (10-month) Music Department	<ul style="list-style-type: none"> • What will the position do? This position is responsible for the following: Perform duties required to assist in the configuration, operation, and maintenance of the Midi Lab and Recording Studios. This position requires knowledge of the basic hardware configuration of all music labs and studios. This position also requires the applicant to oversee open lab hours (approximately 18 hours per week, and assist students in the use of the Music Media lab and practice rooms. Applicant should be able to perform office duties that support the Performing Arts Department as a whole (preparing for concerts, etc.) <p>Assist instructors or other college support staff in preparation of instructional materials or equipment for classrooms and labs. Assist students in the classroom or other instructional environment to ensure proper use and care of instructional materials and equipment. Operate computers, terminals, printers, and specialized equipment for area of assignment. Assist in coordinating use of lab and other educational facilities assuring the availability of appropriate supplies and equipment. Familiarize students with area of assignment assisting them to facilitate the learning process. Operate a variety of equipment commonly found in area of assignment. Maintain departmental area(s) in a safe, clean and orderly condition; assure compliance with established safety procedures and regulations.</p> <ul style="list-style-type: none"> • Current status of position? This position is vacant due to the resignation of Casey Slocum. • Strategic Staffing Rationale This position is necessary for maintaining a critical threshold of educational and support services. The instructional lab aide monitors and provides student access to the MIDI lab, recording studios, and practice rooms; provides logistical, technical, and promotional support for all of the concerts and other events sponsored by the Performing Arts Department; and maintains the lab and rehearsal facilities for the Performing Arts department, including equipment repair and maintenance for three for-credit ensembles. • Budget Impact – This position is funded in the current year unrestricted general fund. Key code: 1452801-2217 \$11,100.75