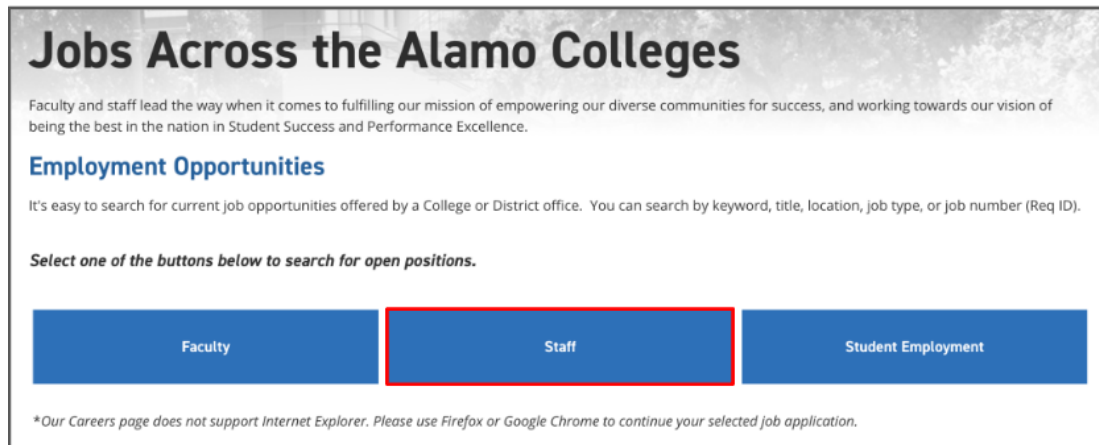


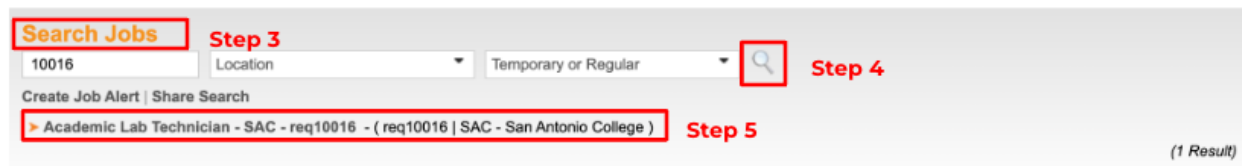
# To view posting or to apply for Academic Lab Technician (Interpreter Training) SAC Posting Requisition Number 10016

Posting closes on: 7/28/2023 at 6:00pm CST

1. Go to <https://www.alamo.edu/about-us/jobs-across-the-alamo-colleges/>
2. Click on “Staff”

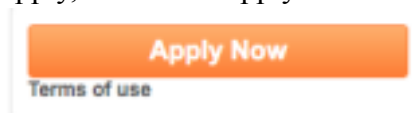


3. Type in the requisition number 10016 into the box labeled “Keyword or ReqID”
4. Click the search icon
5. Click on the link “Academic Lab Technician – SAC – req10016”



You will be able to view the posting for the ASL/Interpreter Training Lab Technician.

6. To apply, click the “Apply Now” button on the upper left hand side.



## Academic Lab Technician (SAC) req10011

**If you are a TRS or ORP retiree please contact Employment at [employment@alamo.edu](mailto:employment@alamo.edu) for clarification on eligibility of this position.**

All applicants external and internal must upload Resume/CV and transcript(s) (unofficial transcripts are acceptable) to be considered for this position.

Posting closes on: 7/28/2023 at 6:00pm CST

The date after which applications are not guaranteed review is 7/8/2023.

## Academic Lab Technician - SAC - req10016

**If you are a TRS or ORP retiree please contact Employment at [employment@alamo.edu](mailto:employment@alamo.edu) for clarification on eligibility of this position.**

Posting closes on: 08/05/2023 at 6:00pm CST

The date after which applications are not guaranteed review is 7/15/2023.

San Antonio College is a Hispanic-Serving Institution with a population of approximately 20,000 students. 33% are Pell Grant recipients, 9% are veterans, 80% are enrolled part-time, and 60% are female. We serve 62% Latinx, 24% White, 8% Black or African American, 3% Asian, and 3% other (including American Indian or Alaska Native, Native Hawaiian or Pacific Islander) student populations. We seek employees who have a strong desire to contribute to a climate of inclusivity, who have demonstrated experience in supporting and promoting student success with and for diverse populations, and who have the ability to communicate issues and concerns faced by racially minoritized students.

Hours per Week: 40

Hourly or Salaried: Hourly

Pay according to internal compensation policy

Grade: Staff(S09)

Funding source: Hard Money

Number of opening: 2

Benefits Eligible: Yes

Location: Interpreter Training  
1819 N Main Ave.  
San Antonio, Texas, 78212  
United States

Outside working hours if other than M-F 8:00 a.m. to 5:00 p.m.: ASL Lab is open from 8:00 a.m. to 8:00 p.m.

### Job Summary and Description

Responsible for overseeing the American Sign Language student lab. Responsible for maintaining proper record of student attendance and participation in lab activities, mentoring and modeling accurate use of American Sign Language, collaborating with ASL and Interpreting faculty and staff to ensure that student learning outcomes are supported at all skill levels (ASL I through Interpreting Practicum)

To view a complete job description, [click here](#).

### Essential job functions:

- tutor and mentor ASL communication skills
- provide constructive feedback to students
- strong interpersonal skills
- maintain inventory and catalog equipment, materials, and resources
- provide interactive opportunities for students to engage with ASL in a variety of settings
- maintain cleanliness of lab, storage/prep areas
- proficient in software programs such as Excel, Word, Pages, etc.

## Qualifications

### Minimum Education and Experience

- Associate's degree in related field with at least twelve (12) hours in major field of study or a combination of education, training and experience that equates to the required degree.
- One year of related experience.

### Preferred Education and Experience:

- Native user of American Sign Language.
- Three or more years of related experience.
- Familiar with Signing Naturally curriculum.
- Experience with video editing software.

### Licenses and Certifications:

- Licenses or certifications may be required depending on the area of assignment.

**JOB TITLE:** Academic Lab Technician  
**FLSA:** Non-exempt

**JOB CODE:** 45275  
**GRADE:** S09

**JOB SUMMARY:**

Responsible for maintaining laboratory equipment and safety requirements. Assists students and faculty with the proper use of equipment, demonstrates procedures, and monitors users in the safe and proper operation of equipment.

**ESSENTIAL JOB FUNCTIONS:**

- Assists faculty and students in the lab with equipment and lab procedures. Assists with the proper use of equipment, demonstrates procedures and assists/monitors users in equipment operation/safety regulations.
- Maintains inventory, prepares lab budget and projections for supplies. Orders equipment and supplies.
- Prepares lab and lab materials for demonstrations and class assignments.
- Maintains cleanliness of lab, equipment, storage areas and prep areas.
- May supervise work study students.
- Performs other duties as assigned.

**MINIMUM EDUCATION AND EXPERIENCE:**

Associate's degree in related field with at least twelve hours in major field of study or a combination of education, training and experience that equates to the required degree. One year of related experience.

**PREFERRED EDUCATION AND EXPERIENCE:**

Three or more years of related experience.

**LICENSES AND CERTIFICATIONS:**

Licenses or certifications may be required depending on the area of assignment.

**KNOWLEDGE, SKILLS AND ABILITIES:**

- Strong technical knowledge related to the principles and practices of the lab's discipline and related equipment.
- Skill in utilizing a personal computer and associated software programs.
- Excellent customer service skills.
- Strong organizational skills.
- Ability to learn Alamo Colleges District's services, policies, and procedures.
- Ability to communicate clearly and effectively, both verbally and in writing.
- Ability to establish and maintain effective working relationships with staff, faculty, and the public.

**SUPERVISION EXERCISED:**

Provides guidance to others and may directly supervise a support staff.

**PHYSICAL REQUIREMENTS:**

Depending on the type of lab, work may involve heavy physical effort and exertion of various kinds with frequent exposure to unpleasant elements such as extreme temperatures, chemicals, fumes, gasses, loud noises, dirt, dust and smoke, etc. Movement may be restrained or confined.

Depending on the lab, it may be necessary to stand/walk for extended periods of time, lift/carry/move lab equipment weighing up to 50 lbs., manipulate small objects, distinguish color, see, hear and speak.

**SECURITY SENSITIVE:** Specific job requirements or physical location of some positions allocated to this classification may render the position security sensitive, and thereby subject to the provisions of section 51.215 Texas Education Code. Reviewed 6/1/15

*This job description is intended to describe the general nature and level of work performed by employees assigned to this classification. It is not intended to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. Management retains the right to add or change the duties of the position at any time.*