

POSITION DESCRIPTION

Position Title: Nursing & Allied Health Lab Assistant

Department/Unit: Nursing & Allied Health

Classification: Student Employment

Status (exempt or non-exempt): non-exempt

Rate of Pay: \$16.17 per hour

Reports To: Dean of Nursing & Allied Health

Hours per week: up to 19 hours/week

Term: Winter & Spring Term 2025

MUST BE AN OCCC STUDENT – FEDERAL WORK STUDY ELIGIBLE

Position Summary

Assist Nursing & Allied Health Lab faculty with set up, ongoing maintenance and take down of skill lab related activities, simulation, and supplies. Location will include the Newport and Lincoln City campuses.

DUTIES & RESPONSIBILITIES

Nursing & Allied Health Lab

- Assist with lab laundry, cleaning, and maintenance of lab equipment/manikins under the supervision of the lab faculty.
- Assist with set up, turn over and take down of simulation and lab stations.
- Participate in Nursing & Allied Health Lab activities as identified
- Provide general assistance with simulation and skill lab activities as assigned

Inventory, Organizing & Stocking

- Maintain lab supply inventory records, restock general lab and simulation areas.
- Restock and maintain quarterly skill lab education bins
- Organize lab equipment and supplies as directed by lab faculty

Miscellaneous

- Maintain student confidentiality and FERPA regulations.
- Other duties as assigned.

The list of essential functions is intended to be representative of the tasks performed by this position. The omission of an essential function does not preclude management from assigning duties not listed herein if such functions are a logical assignment to the position.

QUALIFICATIONS:

- Federal Work Study (FWS) Eligible
- Willingness to assist faculty and peers
- Ability to follow directions
- Ability to work independently & as a team member
- Computer literacy

HOW TO APPLY

Students will need a cover letter, 3 personal/professional references (required) for the application.

If you need assistance and/or an accommodation to aid your participation in our hiring process or you have questions regarding this position please contact Human Resources at 541-867-8515.

- **Notice of Affirmative Action Policy-** It is the policy of Oregon Coast Community College not to discriminate on the basis of race, color, sex, sexual orientation, marital status, religion, national origin, age, disability, veteran status, or family relationship (ORS 659.340), in admission and access to, or treatment in, employment, educational programs, or activity as required by Title IX of the Educational Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, Title VII of the Civil Rights Act of 1964, the Age

Discrimination Act, Americans with Disabilities Act, the Civil Rights Act of 1991, and their implementing regulations.