

Position Description

Position Title: Nursing & Allied Health Lab Assistant

Operational Unit: Nursing & Allied Health

Classification: Student Employment - Federal Work Study

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

Rate of Pay: \$16.55 per hour

Reports To: Dean of Nursing & Allied Health

Hours per week: up to 20 hours

Term: Academic Year 2025-2026

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

- Demonstrate professionalism by assisting with lab laundry, cleaning, and maintenance of lab equipment/manikins under the supervision of the lab faculty.
- Collaborate effectively with faculty on the efficient set up, turn over, and take down of simulation and lab stations.
- Engage actively and productively in Nursing & Allied Health Lab activities as identified.
- Provide general assistance with simulation and skill lab activities as assigned.

Inventory, Organizing & Stocking

- Apply critical thinking to maintain lab supply inventory records and proactively restock general lab and simulation areas to anticipate needs.
- Restock and maintain quarterly skill lab education bins with attention to detail.
- Organize lab equipment and supplies as directed by lab faculty.

Miscellaneous

- Act with integrity to 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 and as a team member
- Computer literacy
- Above average verbal and written communication skills

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.

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