



**Nursing Lab Assistant
Part-Time**

Job Order 601857

June 28, 2018

Department: Health Science

Salary Grade: PA

Position # 07100215

Reports To: Associate Dean, Health Sciences & Education

LOCATION: Green Bay Campus

HOURS: 16-20 hours per week. Afternoon and/or evening shifts

STARTING RATE OF PAY: \$12.06/hour.

Required online application available on website: www.nwtc.edu/jobs

Location: Northeast Wisconsin Technical College, Human Resources, 2740 West Mason Street, Green Bay, WI 54307-9042. All postings are considered current and available until removed from the website.

Northeast Wisconsin Technical College is committed to promoting a learning environment where employees and students of differing perspectives and cultural backgrounds pursue career and academic goals embraced in an environment of respect and shared inquiry.

The College is seeking to attract ethnically diverse instructors and staff who can inspire our increasingly diverse student population.

POSITION SUMMARY

Provide assistance in the Nursing Lab by providing a learning environment for students and staff, maintaining inventory, lab set-ups, lab organization etc.

ESSENTIAL FUNCTIONS

Reasonable Accommodations Statement

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable Accommodations may be made to enable qualified individuals with disabilities to perform the functions identified in the job description.

Essential Functions Statement(s)

- Inventory supplies and notify staff of depleted supplies.
- Maintain a neat appearance of the entire lab.
- Report any repairs of beds, equipment etc.
- Miscellaneous duties as assigned.

POSITION QUALIFICATIONS

Competency Statements (s)

- Values - Demonstrate behaviors and action that support the College's values - Customer Focus, Everyone Has Worth, Passion and Inspiration, Collaboration, Emotional Intelligence, Results and Accountability, Valuing Talent and Well Being, and Ethics.
- Student Success – Demonstrate behaviors and actions that support student recruitment, retention, and student success initiatives.

- Diversity Oriented - Ability to work effectively with people regardless of their age, gender, race, ethnicity, religion, disability, socio-economic background, or job type.
- Accuracy - Ability to perform work accurately and thoroughly.
- Interpersonal - Ability to get along well with a variety of personalities and individuals.
- Organized - Possessing the trait of being organized or following a systematic method of performing a task.
- Reliability - The trait of being dependable and trustworthy.
- Self-Motivated - Ability to be internally inspired to perform a task to the best of ones ability using his or her own drive or initiative.
- Time Management - Ability to utilize the available time to organize and complete work within given deadlines.

SKILLS & ABILITIES

Education: One year of post-secondary education in a health related field preferred

Experience: One year of successful occupational experience in health-related field

***An equivalent combination of education and work experience may be considered*

Computer Skills:

Ability to take direction, work independently, meet deadlines, organizational skills.

PHYSICAL DEMANDS

N – Not Applicable

O – Occasionally – up to 33 percent of the time or 0 to 2.5 hours per day

F – Frequently – 33 to 66 percent of the time or 2.5 – 5.5 hours per day

C – Constantly – more than 66 percent of the time or more than 5.5 hours per day

Physical Demands

		Lift/Carry	
Stand	F (Frequently)	10 lbs or less	F (Frequently)
Walk	N (Not Applicable)	11-20 lbs	O (Occasionally)
Sit	O (Occasionally)	21-50 lbs	N (Not Applicable)
Handling / Fingering	F (Frequently)	51-100 lbs	N (Not Applicable)
Reach Outward	F (Frequently)	Over 100 lbs	N (Not Applicable)
Reach Above Shoulder	O (Occasionally)	Push/Pull	
Climb	N (Not Applicable)	12 lbs or less	O (Occasionally)
Crawl	N (Not Applicable)	13-25 lbs	N (Not Applicable)
Squat or Kneel	N (Not Applicable)	26-40 lbs	N (Not Applicable)
Bend	O (Occasionally)	41-100 lbs	N (Not Applicable)

The College has reviewed this job description to ensure that essential functions and basic duties have been included. It is intended to provide guidelines for job expectations and the employee's ability to perform the position described. It is not intended to be construed as an exhaustive list of all functions, responsibilities, skills and abilities. Additional functions and requirements may be assigned by supervisors as deemed appropriate. This document does not represent a contract of employment, and the College reserves the right to change this job description and/or assign tasks for the employee to perform, as the College may deem appropriate.

NWTC does not discriminate on the basis of age, race, color, disability, sex, gender, sexual orientation, gender identity, national origin or other protected classes.