



Pine Technical & Community College

Student Employment Position Description

Rate of Pay: \$10.50/hour

Location : Nursing Lab and Simulation

Supervisor: Connie Frisch

Hours: Up to ten (10) hours per week

Eligibility: Must be Federal or State work study eligible

Duties and Responsibilities: Assist the nursing program assistant and faculty in the nursing lab including lab preparation, set-up and take-down; maintenance, upkeep, cleaning and repair of lab equipment; inventory and organization of lab equipment and supplies; duplication of items needed for each simulation station which may include typing, copying labeling, laminating; other projects as directed; keeping records current and other duties as assigned.

Required Skills / Job Qualifications: confidentiality, able to follow instructions, organizational skills, teamwork, ability to work independently, copying, typing, labeling, laminating, record keeping, filing, and good communication skills.

Learning Objectives:

- Function effectively within inter-professional team through open communication, and respect.
- Maintain confidentiality within the lab and confidentiality in student files, following all PTCC and nursing lab policies and procedures.
- Demonstrate self-development through increased problem-solving ability

If you are interested in this position, please email the following items to Connie Frisch, at connie.frisch@pine.edu, with "Student Employment" in the subject line.

- Hours you are available to work
- Contact information and best way to reach you
- Previous work experience

*Most positions are August—May, with the possibility to work over Summer break.

**Schedules and evaluations are overseen by each supervisor and may vary. Please see the Student Employment Handbook for more details.



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