Student Employment Position Description

Rate of Pay: $12.50/hour

Location: Nursing Lab and Simulation

Supervisor: Therese Salber

Hours: Up to ten (10) hours per week

Eligibility: Must be Federal or State work study eligible

Duties and Responsibilities: Assist the nursing program’s CLA and faculty in the nursing lab. Duties include but are not limited to: lab preparation, set-up, take-down and sanitation; 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: Lifting, bending and stretching, 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 Therese Salber, at therese.salber@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.