

HEALTH SCIENCES SKILLS LAB MAINTENANCE COORDINATOR

Part-Time, 10-Month Classified Position

POSITION

This position works directly with the faculty directors of each program (PTA, RN, RT) in the division and works in collaboration with the Health Sciences Skills Lab Coordinator. The Health Sciences Skills Lab Maintenance Coordinator provides support to all programs in the Health Sciences Division by assuring that the labs are maintained and available for use by faculty and students.

SUPERVISION EXERCISED

Exercises functional and technical supervision over student assistants and other duties assigned to the lab.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES:

- Prepare equipment and materials for scheduled demonstrations and lab exercises. Support faculty as they work with students in the lab. Assure that all equipment is properly stored at the completion of each activity.
- Maintain a proper learning environment. Assure that the lab is usable for student independent activity as assigned by faculty by maintaining A/V, computers, and other required equipment. Assist students in locating equipment and materials.
- Oversee operation of all health sciences skills labs, clean, and secure each lab at the end of the day.
- Perform physical inventory of equipment, supplies, hard and software. Direct and participate in the maintenance. Responsible for ordering and tracking supplies, as well as, maintaining records of delivery and payment.
- Assure standards set by OSHA, Cal Ed Code are met and the environment is safe for students, staff, and faculty.
- Clean, sterilize, re-package, and re-shelve equipment used in the respiratory therapy program of instruction. May involve same for other programs in the division.
- Perform technical duties related to computer functions and operations: implement software for instructional purposes; provide assistance to student and faculty users, monitor use and security of computer-assisted software. Basic competence: Word, Excel, and E-mail.
- As a member of the Nursing Resource Committee participate in locating, ordering, and reviewing new software and other educational materials. Responsible for locating vendors and initiating Purchase Requisitions.
- Work collaboratively with Health Sciences Skills Lab Coordinator to assure that labs at both locations are stocked and meet program-learning needs.
- With assistance from program directors manage instructional supply budget and scheduling of open lab hours.
- Perform a variety of clerical duties such as phone inquires, budgeting, maintaining files and records, cataloging, scheduling vendors and maintenance on equipment, and other relating activities as needed.
- Communicate professionally with students, staff, and faculty to achieve the goals of the skills labs in providing a desirable learning environment and in assuring the effective operation of the lab.

Experience and Education Guidelines:

Any combination of experience and education that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education: Associate Degree or equivalent from an accredited college or university with a major in health sciences or related field. Desirable education in medical assisting, LVN, EMT, other health related field.

Experience: At least one year of experience working in health care or related field. Demonstrate high level of organizational skills, ability to work in high intensity situation, and possess excellent communication skills.