



EMPLOYMENT OPPORTUNITY

Application may be obtained from: HUMAN RESOURCES
43600 Mission Blvd., P.O. Box 3909, Fremont, CA 94539-0390
Office: (510)659-6088 Fax: (510)659-6025
Job Line: (510)659-6250 TDD: (510)659-6089
Email: jobs@ohlone.edu Web: http://www.ohlone.edu

Health Sciences Skills Lab Maintenance Coordinator, Job Ref. #07-56

Full-Time, 10-Month Classified District & Categorically Funded Position
Range 46, Starting Salary: \$4,599 - \$5,855 (Salary Schedule \$4,599 - \$5,061)

APPLICATION DEADLINE:

Applications **must** be received in the Human Resources Office by 4:30 p.m. on **Friday, December 7, 2007**. (The Human Resources Office hours are Monday through Friday 9:00 a.m. to 4:30 p.m.) **Note: Post Marks will NOT be accepted.** The College reserves the right to continue or close the recruitment at any time. **Applications may be faxed to (510) 659-6025 or emailed to jobs@ohlone.edu.**

POSITION

This position reports directly to the Dean of Health Science and Academic affairs and works collaboratively with the faculty directors of each program (PTA, RN, RT Phlebotomy) in the division. Additionally, this person will work 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.
- Proctor and correct skill lab quizzes as requested by faculty. Maintain records/grades.
- 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.
- Responsible for locating vendors and initiating Purchase Requisitions with program director approval.
- Work collaboratively with Health Sciences Skills Lab Coordinator and program directors to assure that labs 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.

This is a flexible 40 hour per week position that will require p.m. hours with possible weekends. Position will commence Spring, 2008. Continuance in this position is dependent on satisfactory evaluations and performance.

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, PTA or RT, 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 and computer skills.

SALARY: Maximum initial monthly salary placement will be placed at Step 1 (\$4,599), Step 2 (\$4,827), or Step 3 (\$5,061) depending on education and experience. You will receive 5% step increases annually until you reach Step 6.

APPLICATION PROCEDURES

In order to be considered you must submit all of the following by the closing date of this announcement.

1. Completed Ohlone College application form. **NOTE: Failure to submit an Ohlone Classified Application will eliminate the applicant from consideration.**
- Current resume recommended.
 - All materials submitted with your application will be considered for this opening only, becomes District property, and will not be returned—applicants will not be considered without all of the above items.
 - **Forward your completed application and other required documents to: Ohlone College, Human Resources, 43600 Mission Boulevard, P.O. Box 3909, Fremont, CA 94539-0390.**
 - The Screening Committee will review applications. From that pool, the committee will select a limited number of candidates to invite for interview.
 - **All travel arrangements will be at the applicant's expense.**
 - If you are in need of special services, equipment, or facilities in order to apply or interview for this opening, please call Human Resources.

Note: Letters of Recommendation will **not** be considered in the employment process.

SUMMARY OF BENEFITS FOR FULL-TIME EMPLOYEES

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| <ul style="list-style-type: none">• Medical, Dental Vision & Life Insurance• Membership in Public Employees' Retirement System (2% at 55)• State Unemployment Insurance• Workers' Compensation Insurance• Contribution to Social Security• Paid vacation at the rate of 10 days first four years of employment , 15 days for the fifth through ninth year, and 20 days after the tenth• Medicare (Employee contributes) | <ul style="list-style-type: none">• Paid sick leave at the rate of one day per month, accumulating indefinitely, if unused• Fifteen paid holidays each year• Longevity Pay Step increase (5%) commencing at the 10th, 15th, and 20th years of District service.• <u>IRS Section 125 Flexible Spending Plan</u>• 403(b) Tax Shelter Annuity Plan (Employee contributes)• 457(b) Deferred Compensation Plan (Employee contributes) |
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IMMIGRATION REFORM & CONTROL ACT OF 1986

Applicants selected for positions will be required to provide identification and employment eligibility as outlined in the federal "Immigration Reform & Control Act of 1986". Pre-employment tests and/or medical examinations may be required.

OHLONE COMMUNITY COLLEGE DISTRICT

A multi-campus single community college district, Ohlone College is located in the southern portion of the San Francisco Bay in California; serving 16,000 students per year. The District has a main campus in the City of Fremont and a newly constructed campus in the City of Newark. Ohlone College is an ethnically diverse institution that promotes innovation and continuous improvement in departments and divisions. The College is named for the native population living in the area when Mission San Jose was founded. The Fremont campus is located just south of the historical Mission. The Newark Campus is located near Interstate 880 and emphasizes programs in health, environment, and technology.

EQUAL OPPORTUNITY EMPLOYER

Ohlone College does not discriminate on the basis of race, color, national origin, gender, sexual orientation, disability, age or marital status in employment, in any educational program or in the provision of benefits and services to its students.

HEALTH SKILLS LAB MAINTENANCE COORDINATOR, REF JOB #07-56



An Equal Opportunity Employer