



Position: Lab Assistant I

Department: Allied Health Department

Employment type: Part-time, 20 hours or less

Overview: As a Federal Work Study Student within the Health and Life Sciences team at PVCC, you will provide essential support for educational instruction and career training. Your role will involve setting up and resupplying laboratory environments, assisting with equipment repair, and managing classroom support tasks, while collaborating effectively with team members.

Work Schedule:

Job Duties and Required Competencies:

Career and Self-Development:

- **Skills:** Display curiosity and seek opportunities for professional learning and relationship-building.
- **Tasks:** Be open to learning new technologies; develop relationships with coworkers; participate in further education and training.

Communication:

- **Skills:** Communicate clearly and effectively in both verbal and written forms.
- **Tasks:** Listen to and follow instructions; ask questions for specific information; provide input on tasks; ensure clear communication with supervisors and team members.

Critical Thinking:

- **Skills:** Make informed decisions and solve problems using sound judgment and proactive planning.

- **Tasks:** Solve problems independently when completing tasks; anticipate needs and prioritize actions; manage multiple tasks efficiently in a fast-paced environment.

Equity and Inclusion:

- **Skills:** Demonstrate openness to diverse ideas and adapt to varied environments.
- **Tasks:** Be flexible with team members' ideas; accept constructive criticism; use diverse models and trainers in lab setups; advocate for inclusive practices.

Leadership:

- **Skills:** Inspire and motivate others with a positive outlook and confidence.
- **Tasks:** Approach tasks with a positive attitude; encourage and build trust with team members; serve as a role model by maintaining a professional demeanor.

Professionalism:

- **Skills:** Exhibit effective work habits, punctuality, and attention to detail.
- **Tasks:** Be on time and communicate any absences; complete tasks as assigned with minimal errors; adhere to all directions and complete tasks fully.

Teamwork:

- **Skills:** Collaborate effectively and build positive relationships with team members.
- **Tasks:** Work collaboratively with team members to complete tasks; be flexible and compromise as needed; build strong working relationships with supervisors and coworkers.

Technology:

- **Skills:** Utilize technology effectively to enhance task efficiency and support organizational goals.
- **Tasks:** Use bar code scanners for inventory management; assist with the setup of high-fidelity manikins; organize stock and supplies using databases.

Additional Responsibilities:

Assist with various educational support tasks such as ensuring classrooms are stocked with supplies, resetting classrooms, and collaborating with other health and life sciences departments as needed.

Required Qualifications:

Attention to detail; strong oral communication skills; ability to work cooperatively with team members; reliability in performing clerical and support tasks.

Additional Considerations:

Experience with laboratory environments or educational support; familiarity with inventory management and high-fidelity manikins.

By fulfilling these responsibilities, you will contribute to the efficient operation of the Health and Life Sciences division, support educational activities, and enhance your professional skills through hands-on experience.

For more information, please contact the Federal Work Study (FWS) Program Coordinator at federalworkstudy@pvcc.edu