



**Position:** Lab Assistant I

**Department:** Allied Health

**Employment type:** Part-time, 20 hours or less

**Overview:** As a member of the health and life sciences team at PVCC, you will serve as part of the team that supports education instruction and career training for the college. This position requires attention to detail, strong oral communication, and the ability to work cooperatively with other team members. Specifically, this Federal Work Study Student will work with the Lab managers to conduct the following job duties. 1) Set up and resupply laboratory environments. 2) Work with team members to reorganize supply storage. 3) Assist in the repair and replacement of lab equipment and manikins. 4) Work independently completing a checklist of educational support tasks, such as ensuring classrooms have dry erase markers, whiteboard are cleaned, laundry, reset classrooms, etc. 5) Work with other health and life sciences departments and their team members as needed.

**Work Schedule:**

**Job Duties and Required Competencies:**

**Career and Self-Development:**

- **Skills:** Display curiosity; seek out opportunities to learn. Establish, maintain, and/or leverage relationships with people who can help one professionally. Voluntarily participate in further education, training, or other events to support one's career.
- **Tasks:**
  - Be open to learning new technologies relevant to Allied Health laboratories.
  - Develop meaningful relationships with coworkers.
  - Be willing to expand one's knowledge base.

### ***Communication:***

- **Skills:** Employ active listening, persuasion, and influencing skills. Ask appropriate questions for specific information from supervisors, specialists, and others. Understand the importance of and demonstrate verbal, written, and non-verbal/body language, abilities.
- **Tasks:**
  - Listen to and follow instructions.
  - Ask meaningful questions and give input on completed tasks.
  - Communicate effectively both verbally and in writing.

### ***Critical Thinking:***

- **Skills:** Make decisions and solve problems using sound, inclusive reasoning, and judgment. Proactively anticipate needs and prioritize action steps. Multi-task well in a fast-paced environment.
- **Tasks:**
  - Use initiative and problem-solving intuition when completing tasks.
  - Create plans of action to approach and complete tasks.
  - Stay focused to complete the task at hand in a timely manner.

### ***Equity and Inclusion:***

- **Skills:** Keep an open mind to diverse ideas and new ways of thinking. Demonstrate flexibility by adapting to diverse environments. Advocate for inclusion, equitable practices, justice, and empowerment for historically marginalized communities.
- **Tasks:**
  - Demonstrate flexibility openness to the ideas of teammates and coworkers.
  - Be able to accept constructive criticism of work.
  - When setting up manikins in lab, utilize the diversification of models and trainers.

### ***Leadership:***

- **Skills:** Serve as a role model to others by approaching tasks with confidence and a positive attitude. Inspire, persuade, and motivate self and others under a shared vision. Motivate and inspire others by encouraging them and by building mutual trust.
- **Tasks:**
  - Be punctual, alert, and ready to provide clerical and reception support at any time.
  - Exhibit a professional, welcoming attitude and demeanor to all faculty, staff, students, and guests and all times.

### ***Professionalism:***

- **Skills:** Be present and prepared. Consistently meet or exceed goals and expectations. Have an attention to detail, resulting in few if any errors in their work.
- **Tasks:**
  - Be punctual and communicate in advance if you are going to be late and/or unable to report for work.
  - Complete tasks as assigned.
  - Complete tasks fully following all directions.

### ***Teamwork:***

- **Skills:** Collaborate with others to achieve common goals. Exercise the ability to compromise and be agile. Build strong, positive working relationships with supervisor and team members/coworkers.
- **Tasks:**
  - Collaborate with team members to establish details when completing assigned tasks.
  - Work and contribute as a team member to complete daily tasks.
  - Be a positive member of the Allied Health team.

### ***Technology:***

- **Skills:** Identify appropriate technology for completing specific tasks. Navigate change and be open to learning new technologies. Manipulate information, construct ideas, and use technology to achieve strategic goals.
- **Tasks:**
  - Use bar code scanners to identify equipment and restock demo dose medications.
  - Assist with the setup of high-fidelity manikins.
  - Help organize stock and supplies with the help of a database.

### ***Additional Responsibilities:***

- Other related duties as assigned by other staff members of the HLS division.

### ***Required Qualifications:***

- Have a positive outlook.
- Be positive with teammates and coworkers.
- Exhibit an encouraging attitude towards teammates and coworkers.

### ***Additional Considerations:***

- Experience with Microsoft Office Suite.
- Experience or coursework in a healthcare-related discipline.

**By fulfilling these responsibilities, you will contribute to the efficient and effective operation of the Allied Health department, support student and faculty success, and enhance the overall learning environment within the Health and Life Sciences division.**

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