

JOB TITLE: Student Lab Assistant

WORK AREA: Nursing Lab

AREA HOURS: 8am-5pm varied hours as needed based on financial aid approved hours.

JOB RESPONSIBILITIES, DUTIES:

- Greets nursing students and helps to ensure that they have the supplies he/she needs
- Be familiar with the supply areas and carts to assist students
- Keep the lab in an orderly fashion by making beds, cleaning up supply carts and keeping equipment clean and organized
- Report any equipment malfunctions to Tawny Amos/CLA1
- Complete assorted projects such as filling IV bags, putting together NA bags, and/or cleaning mannequins
- Perform duties as assigned by Tawny Amos/CLA1

PERFORMANCE EXPECTATIONS/CONDUCT:

- The student worker must demonstrate dependability, motivation, organization, assertiveness, courtesy, and responsibility.
- Eating and drinking is not allowed in the lab area to maintain a safe and clean environment.
- Preference will be given to candidates majoring in an Allied Health Program or a Science-related field.
- Consistently maintain a welcoming and helpful attitude in all interactions.
- Demonstrate initiative and awareness of lab activity and student needs.
- Communicate any schedule changes to your supervisor or lead worker in advance.
- Maintain a tidy and organized work environment.
- Limit use of personal devices during work hours; avoid personal calls, texting, or using social media.
- Refrain from inviting friends to visit during your shift.
- Dress appropriately for a professional office setting.

Additional Information:

- Turn in Payroll forms to be granted access to eTime via e-Services under Student Employment.
- All hours must be recorded on eTime the day they are worked: <https://www.rctc.edu/eservices/>
- You are entitled to a 15-minute break for every four consecutive hours worked.

NUMBER OF STUDENT'S NEEDED:

One student 10—20 hours per week. Shift primarily, 8am-4pm, with some variable hours
(Assume 10-15 hours per student, or as eligibility allows.)

Academic Year: 1-2

Fall/Spring (August-May)

TYPICAL WORK HOURS:

X Daytime Evening ☐ Weekends

PERFORMANCE REVIEW:

Students are eligible for a wage increase after they have worked 200 hours and based on a performance evaluation. The area supervisor will assess the student employee's performance, work attendance and attitude as it relates to the job tasks, RCTC values, service attributes, core outcomes, and interaction with students, staff, and visitors.

TO INTERVIEW FOR THIS POSITION, CONTACT:

Contact Person: Tawny Amos
Location: Nursing Department
Phone: 507 285 7252
Email Address: tawny.amos@rctc.edu