**On-Campus Job Description**



**To apply**: *Go to* [***https://wenatcheevalleycollege.formstack.com/forms/career\_services***](https://wenatcheevalleycollege.formstack.com/forms/career_services)to submit your information to see if you are eligible for funding.

*Wenatchee Valley College general employee orientation must be completed prior to starting in the Allied Health Simulation Labs.*

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| **Job Title** | Allied Health Lab Assistant |
| **Department/****Location** | Allied Health – Simulation Lab |
| **Rate of pay** | $14.42 |
| **Supervisor** | Roman Sandoval/Yuritzi Lozano |
| **Duties and Responsibilities** | * Assist with lab stocking, inventory, lab clinical day set up and clean up, laundry and keeping sim lab equipment and manikins clean and orderly.
* Assist with clerical duties: organizing files, preparing documents, and other general office tasks. Familiarity with Office, Word, Publisher and Excel preferred.
* This position will have contact with college staff, students and the general public.
* May require assisting students or faculty in the lab to help find and set up equipment and supplies.
* Assist with lab tours including the setup and cleanup.
* Encourage sim lab users to follow Simulation Lab guidelines/policies and models the same behavior.
* This position includes laundry duties (transfer by rolling cart) and walking across campus multiple times per shift.
* Most work is performed in the Simulation Lab. It is essential to able to sit, stand and walk on a consistent basis.
* Must be able to lift, push, and pull up to 35 pounds; bend, squat, reach, twist and grip while using proper body mechanics and always keeping the safety of self and others.
* Healthcare scrubs with closed toed shoes or nice attire with a lab coat.
* Work study ID to be worn at all times.
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| **Minimum Qualifications** | * Eager, flexible, positive attitude, organized, hard worker, good time management, and good communication skills.
* Reliable and work when scheduled.
* Good team player with lab staff, students and faculty.
* Familiar with the lab, which is beneficial, but not required.
* Strong technology skills.
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| **Educational****Benefit** | This position is a good match for students pursuing career pathways in healthcare and science professions. |

12/22 sim lab (CRD)

*Wenatchee Valley College is committed to a policy of equal opportunity in employment and student enrollment. All programs are free from discrimination and harassment against any person because of race, creed, color, national or ethnic origin, sex, sexual orientation, gender identity or expression, the presence of any sensory, mental, or physical disability, or the use of a service animal by a person with a disability, age, parental status or families with children, marital status, religion, genetic information, honorably discharged veteran or military status or any other prohibited basis per RCW 49.60.030, 040 and other federal and state laws and regulations, or participation in the complaint process.*

*The following persons have been designated to handle inquiries regarding the non-discrimination policies and Title IX compliance for both the Wenatchee and Omak campuses:*

* *To report discrimination or harassment: Title IX Coordinator, Wenatchi Hall 2322M, (509) 682-6445, title9@wvc.edu.*
* *To request disability accommodations: Student Access Coordinator, Wenatchi Hall 2133, (509) 682-6854, TTY/TTD: dial 711, sas@wvc.edu.*