

## On-Campus Job Description



**To apply:** Submit a completed WVC Work Study Application to the Career Center, Wenatchi Hall, first floor. Must be work study eligible. Email [aolson@wvc.edu](mailto:aolson@wvc.edu) to check your eligibility.

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| <b>Job Title Code:</b>             | Allied Health Lab Assistant  |
| <b>Department/ Location</b>        | Allied Health  |
| <b>Rate of pay</b>                 | \$14.00  |
| <b>Supervisor</b>                  | Marilyn Brincat/ Jenny Capelo  |
| <b>Duties and Responsibilities</b> | <ul style="list-style-type: none"><li>• Assist with lab stocking, inventory, lab clinical day set up and clean up, laundry and keeping sim lab equipment and manikins clean and orderly.</li><li>• Assist with clerical duties: organizing files, preparing documents, and other general office tasks. Familiarity with Office, Word, Publisher and Excel preferred.</li><li>• This position will have contact with college staff, students, and the general public.</li><li>• May require assisting students or faculty in the lab to help find and set up equipment and supplies.</li><li>• Assist with lab tours including the setup and cleanup.</li><li>• Encourages sim lab users to follow simulation lab guidelines/policies and models the same behavior.</li><li>• This position includes laundry duties (transfer by rolling cart) and walking across campus multiple times during some work shifts.</li><li>• Most work is performed inside the Simulation Lab. It is essential to be able to sit, stand, and walk on a consistent basis.</li><li>• Must be able to lift, push, and pull up to 35 pounds; bend; squat; reach; twist hands; and grip while always keeping the safety of self and others in mind and using proper body mechanics.</li><li>• Healthcare scrubs with closed toe shoes or nice attire with a lab coat.</li><li>• Work study student ID to be worn at all times.</li></ul> |
| <b>Minimum Qualifications</b>      | <ul style="list-style-type: none"><li>• Eager, flexible, positive attitude, organized, hard worker, good time management, and good communication skills.</li><li>• Reliable and work when scheduled.</li><li>• Good team worker with lab staff, students, and faculty.</li><li>• Familiar with the lab, which is beneficial, but not required.</li><li>• Strong technology skills.</li></ul>   |
| <b>Educational Benefit</b>         | This position is a good match for students pursuing career pathways in healthcare and science professions.   |

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