Job Title: Simulation Lab Assistant

Department or Organization: Health Sciences - Nursing

Address (Off campus only):

Supervisor: Clare Lamontagne
Office: Center for Health Education 203
Phone: 413-552-2288
Email: clamontagne@hcc.edu

Designee: Susan Jones
Office: Center for Health Education 223
Phone: 413-552-2493
Email: sjones@hcc.edu

General Job Description:

Detailed List of Duties:
Cleaning of simulator mannequins and equipment used for simulation. Moulage and prop setup for simulation scenarios, cleaning the simulation lab props, stocking of simulation lab props and materials as needed. Inventory of props, supplies, and equipment as well as medical chart reproduction and filing are part of this position. Lastly, reproduction and editing of digital video recording may be needed.

Opportunities for Advancement: Please list those duties an employee can expect to learn in terms of job growth, if rehired.

Responsibility Involved: Consider responsibility for direction of others, service to the public, equipment or materials used, and the amount of confidentiality required.
Confidentiality of props, moulage, charts, student information, and scenarios required.

Skills and/or previous experience desired:
Ability to follow detailed written instructions required.

Amount of supervision required: ☒ Regular  □ Occasional  □ Minimal

Student employees are not permitted to work without any supervision.

Hours desired to cover (evening, weekend, etc.):

How to Apply: Contact supervisor/designee listed above.

Completed and Submitted By:

___________________________________  ______________________________  __________________________
Print Name of Supervisor                                                      Title     Date

Please return completed form to skapinos@hcc.edu