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Financial Aid Office  
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**Federal Work Study  
Job Description Form**

**Job Title:** Simulation Lab Assistant

**Desired No. of Hires:** 1

**Department or Organization:** Health Sciences - Nursing

**Address (Off campus only):**

**Supervisor:** Clare Lamontagne

**Designee:** Susan Jones

**Office:** Center for Health Education 203

**Office:** Center for Health Education 223

**Phone:** 413-552-2288

**Phone:** 413-552-2493

**Email:** [clamontagne@hcc.edu](mailto:clamontagne@hcc.edu)

**Email:** [sjones@hcc.edu](mailto: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