

## **Practical Nursing (PN) Assistant, Academic Affairs, Blairsville, GA**

**Classification:** Work Study

**Location:** Blairsville Campus - Room 504, Lab Hallway 500

### **Job Description:**

North Georgia Technical College is accepting applications for a Federal Work Study Practical Nursing (PN) Assistant on the Clarkesville Campus. The purpose of this position is to assist the Practical Nursing Instructor and related personnel. Duties include setting up lab environment, moving equipment between lab rooms, gathering supplies, setting up practice labs, and general lab maintenance of cleaning, making copies, filing, and sorting papers, cleaning, restocking, labeling, and processing new stock in the lab. Additional responsibilities include documenting supply need and technical issues for lab instructor, assisting with special events and tours, moving objects such as equipment, boxes, supplies, chairs, etc. and other duties as assigned. Reports to Sharon McFarland, PN Program Instructor.

### **Qualifications:**

- Must have a completed Free Application for Federal Student Aid on file for the 22-23 aid year.
- Must be registered for the current term and must meet satisfactory academic progress standards.
- Applicants should be neat in appearance and possess the ability to work well with others.
- Applicants must be dependable, punctual, and be able to work the required hours each week.
- As with all NGTC employees, a background investigation is required which may include, but is not limited to, a review and/or verification of criminal history records, motor/vehicle driver's history records, employment history, references, etc.

### **Preferred Qualifications:**

- Holds basic laboratory and computer skills
- Previous experience with filing and clerical work

**Salary and Schedule:** 19 hours per week at \$12.00 per hour. Schedule will be determined by supervisor.

**Application Deadline:** Open until filled.

**Length of Employment:** Employment will begin once background check and employment packet have been completed and can continue each semester if meeting NGTC's SAP Requirements and enrollment requirements.

To apply for this position, applications are available at <https://northgatech.edu/students/financial-aid/work-study> and is listed as "Application for Employment Form." Please return completed applications to the financial aid office or they can be emailed to [finaidclarkes@northgatech.edu](mailto:finaidclarkes@northgatech.edu).