

Nursing Laboratory Assistant, Academic Affairs, Clarkesville

Classification: Work Study

Location: Building R – Rubye Franklin Room 201

Job Description:

North Georgia Technical College is accepting applications for a Federal Work Study Nursing Laboratory Assistant on the Clarkesville Campus. The purpose of this position is to assist the department supervisor and related departmental personnel. Duties include setting up lab environment and simulation models, moving equipment between lab rooms, gathering supplies, setting up practice labs, and general lab maintenance of cleaning, restocking, labeling, and processing new stock. Additional responsibilities include documenting supply needs and technical issues for Simulation Laboratory Technician, assistance with special events and tours, moving heavy objects such as equipment, boxes, supplies, chairs, etc., and other duties as assigned. Reports to Stacie Perry, ASN Program Director/Instructor.

Qualifications:

- Must have a completed Free Application for Federal Student Aid on file for the 23-24 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 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:

- Student enrolled in a Health Care Assistant program
- Experience with some basic simulation lab equipment
- Holds basic laboratory and computer skills

Salary and Schedule: 15 hours per week at \$12.00 per hour. The schedule will be determined by the supervisor.

Application Deadline: Open until filled.

Length of Employment: Employment will begin once the 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 finaid@northgatech.edu.