



Montcalm Community College

LAB SUPERVISOR – NURSING AND HEALTH CAREERS

PART-TIME POSITION

Supervise and coordinate the operation of the nursing and health careers labs.

DUTIES:

1. Coordinating nursing and health careers lab operations
2. Set-up lab learning situations including:
 - a. preparation of necessary equipment and supplies
 - b. scheduling of demands on lab spaces and equipment
3. Assist faculty to ensure smooth operation of labs
4. Recommend purchase of materials and equipment
5. Oversee equipment maintenance and cleaning
6. Assist in use of technology
7. Inventory, manage, and receive materials and equipment as needed
8. Work with faculty to create yearly budget requests
9. Perform monthly maintenance checks on campus Automated External Defibrillators (AED's)
10. Other duties as assigned

QUALIFICATIONS:

1. Associate degree or equivalent experience required, with emphasis in health sciences preferred
2. Familiarity with pertinent lab equipment, procedures and instructional materials
3. Demonstrated excellence in organizational/management skills
4. Commitment to the mission of a comprehensive community college
5. Familiarity with and commitment to the mission and goals of Montcalm Community College

WORK SCHEDULE:

Part-time salary position 20-25 hours per week, approximately 38 weeks per year. Actual work hours may vary with lab staffing needs.

IMMEDIATE SUPERVISOR: Dean of Nursing & Health Careers

REMUNERATION: \$16.48 per hour

APPLICATION DEADLINE: Until filled

START DATE: August 1st, 2018

METHOD OF APPLICATION: Complete an on-line application at www.montcalm.edu/employment and attach your cover letter, detailed resume, transcripts and three reference letters.

It is the policy and practice of Montcalm Community College to provide equal educational and employment opportunities regardless of race, sex, pregnancy, color, religion, national origin or ancestry, age, marital status, height, weight, disability or veteran status, or genetics in all programs, activities, services, employment and advancement including admissions to, access to, treatment in, or compensation in employment as required by state and federal law. In addition, no person, on the basis of sexual orientation, gender identity, or gender expression shall be discriminated against in educational programs, activities, or admissions. Arrangements can be made to ensure that the lack of English-language skills is not a barrier to admission or participation.