

**Federal Work Study  
Job Description Form**

**Job Title:** Simulation lab assistant

**Desired No. of Hires:** 2

**Department or Organization:** Center for Health Education and Simulation

**Address (Off campus only):** 404 Jarvis ave

**Supervisor:** Amy Brandt

**Designee:** Michelle Sherlin

**Office:**

**Office:** CHE 113

**Phone:** 413-552-2467

**Phone:** 413-552-2090

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

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

**General Job Description:** Assist with set up, “tear down” and maintenance and development of simulation lab sets and props, equipment and materials in the simulation lab area. Inventory maintenance.

**Detailed List of Duties:**

Responsible for assisting with:

- Ensuring persons entering the CHE are compliant with posted signage regarding protocols for infection control practices within the building.
- Cleaning equipment and supplies used in lab and simulation.
- Moulage and prop set up for sim lab scenarios
- Cleaning of Simulation lab props
- Stocking of simulation lab props, supplies, equipment and creation of materials as needed
- Inventory of props, supplies and equipment
- Medical chart reproduction and filing

**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 and moulage and charts used as well as scenario and student information is required.

-Ability to follow detailed verbal and written instructions required

**Skills and/or previous experience desired:**

None **Amount of supervision required:**  Regular  Occasional  Minimal

*Student employees are not permitted to work without any supervision.*

**Hours desired to cover (evening, weekend, etc.):** Occasional evening and weekend options available. Mostly hours will be between 8am and 3pm.

**How to Apply:** Contact supervisor/designee listed above: Michelle Sherlin

**Completed and Submitted By:**

\_\_\_\_\_  
Print Name of Supervisor

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date