DESERT COMMUNITY COLLEGE DISTRICT
NURSING PROGRAM STUDENT WORKER

Under the direction of the Director of Nursing and Allied Health, plan and perform a variety of complex secretarial and technical office duties to assure timely and efficient office operations for the department.

REPRESENTATIVE DUTIES
1. Assist in organizing and maintaining of lab equipment.
2. Student Workers will need to help set up lab in the morning, break down the lab in the afternoon and prepare for the next day.
3. Student workers are required to get medical supplies for instructors and students in a timely manner.
4. Able to transfer 40 pound manikins to and from designated areas safely.
5. Perform various secretarial duties including answering telephones and greeting visitors
6. Operate office machines including computers and related software including Microsoft Office Word, Excel, and Outlook
7. Perform related duties as assigned.

KNOWLEDGE AND ABILITIES
1. Able to quickly learn and become familiar with medical lab equipment.
2. Knowledge of modern office practices, procedures and equipment; telephone techniques and etiquette.
3. Operation of office and nursing program machines and equipment.
4. Effective oral and written communication skills including interpersonal skills using tact, patience and courtesy when interacting with a very diverse student, staff and faculty population.
5. Able to lift and carry 40 pounds, bend at the waist, kneel or crouch using good body mechanics

EDUCATION AND EXPERIENCE
Any combination equivalent to: graduation from high school.

WORKING CONDITIONS
Office/Lab environment. Constant interruptions.

EMPLOYMENT STATUS
Jobs are only available for College of the Desert Students who are enrolled in at least 6 units and maintain a 2.0 GPA for Federal Work Study Funding and at least 12 units for Alumni. Position is not open to RN or LVN students enrolled at COD. Work Study Funding with a 2.0 GPA.
Part Time position up to 20 hours per week.
Salary Amount: $10.00 per hour
How to Apply: Submit Resume to the Nursing Department attn.: Carol Scobie.
cscobie@collegeofthedesert.edu