

South Texas College

Job Announcement 2024-5040

Title: Lab Assistant (Part-time Temporary)

Dept: Emergency Medical Services

Reports to: Department Chair

Pay Grade: Part-time

Salary Range: Minimum \$15.00/Hour

Campus: Nursing and Allied Health

FLSA Status: Non-Exempt/Hourly

General Statement of Job

The Lab Assistant – Emergency Medical Technology conducts the competency-based practical skills labs for the Emergency Medical Technology Program, a department of the Division of Nursing and Allied Health.

Specific Duties and Responsibilities

Essential Functions:

1. Assists in coordination and implementation of the practical skills competency-training program for selected EMT courses.
2. Maintains proper inventory and/or operation of supplies and equipment utilized for laboratory/classroom instruction.
3. Assists faculty with selected activities/supervision of students in classroom/clinical settings.
4. Provides direct supervision of National Registry Skills exam setup and breakdown.
5. Performs other duties as assigned

Required Education and Experience

1. High School Diploma or GED required; College Certificate or 30 college hours in Emergency Medical Technology, preferred.
2. Knowledge in subject area preferred: demonstrated mastery of coursework in Emergency Medical Technology or related science courses either in high school or college, earning at least a “C” (preferably an “A”).

Required Knowledge, Skills and Abilities

1. Excellent oral, written, presentation, and interpersonal communication skills.
2. Strong computer skills with knowledge of Microsoft Office including, but not limited to, Word, Excel, PowerPoint, and Outlook, the Windows environment, and internet research skills.
3. Ability to prioritize, organize, and complete multiple tasks with attention to detail, within stated deadlines.
4. Ability to work independently as well as a team player within department and with others.

5. Ability to work evenings and/or weekends as needed.
6. Demonstrated commitment to achieving the vision and mission of South Texas College.
7. Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals.
8. Ability to write routine reports and correspondence.
9. Ability to speak effectively before groups of students or employees of organization.

Checks, Certificates, Licenses, and Registrations

1. All applicants are subject to a national criminal background check under South Texas College policy.
2. Must have a valid Texas driver's license and proof of liability insurance.
3. Texas Department of State Health Services EMS certification required.
4. National Registry of Emergency Medical Technicians certification preferred.

Physical Requirements

1. Exerting up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently, and/or up to 20 pounds of force constantly to move objects.
2. Ascending or descending ladders, stairs, scaffolding, ramps, poles and the like, using feet and legs and/or hands and arms. Body agility is emphasized.
3. Moving about on hands and knees or hands and feet.
4. Bending the body downward and forward by bending leg and spine.
5. Applying pressure to an object with the fingers and palm.
6. Picking, holding, or otherwise working, primarily with the whole hand.
7. Perceiving the nature of sounds at normal speaking levels with or without correction.
8. Ability to receive detailed information through oral communication, and to make the discrimination in sound.
9. Bending legs at knee to come to a rest on knee or knees.
10. Raising objects from a lower to a higher position or moving objects horizontally from position-to-position. Occurs to a considerable degree and requires substantial use of upper extremities and back muscles.
11. Ability to make rational decisions through sound logic and deductive processes.
12. Using upper extremities to exert force in order to draw, haul or tug objects in a sustained motion.
13. Using upper extremities to press against something with steady force in order to thrust forward, downward or outward.
14. Extending hand(s) and arm(s) in any direction.
15. Substantial movements (motions) of the wrist, hands, and/or fingers.
16. Expressing or exchanging ideas by means of the spoken word including the ability to convey detailed or important spoken instructions to other workers accurately and concisely.
17. Standing particularly for sustained periods of time.
18. Bending body downward and forward by bending spine at the waist. Occurs to a considerable degree and requires full motion of the lower extremities and back muscles.
19. Expressing or exchanging ideas by means of the spoken word including those activities in which they must convey detailed or important spoken instructions to other workers accurately, loudly, or quickly.

20. Shouting in order to be heard above ambient noise level.
21. Close visual acuity to perform an activity such as: preparing and analyzing data and figures; transcribing; viewing a computer terminal; and/or extensive reading, including color, depth perception, and field vision.
22. Visual acuity to determine the accuracy, neatness, and thoroughness of the work assigned or to make general observations of facilities or structures.
23. Visual acuity to operate motor vehicles and/or heavy equipment.
24. Close visual acuity to perform an activity such as: visual inspection involving small defects, small parts, and operation of machines; using measurement devices; and/or assembly or fabrication parts at distances close to the eyes.
25. Mobility to accomplish tasks, particularly for long distances or moving from one work site to another.

The above job description is not intended as, nor should it be construed as, exhaustive of all responsibilities, skills, efforts, or working conditions associated with this job.

Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions of this job.

HOW TO APPLY: Submit a South Texas College application, letter of intent, resume, and copies of transcripts (official transcripts required if hired) to:

**SOUTH TEXAS COLLEGE
OFFICE OF HUMAN RESOURCES
2501 W. Pecan Blvd.
McAllen, TX 78501**

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