

# South Texas College

## Job Announcement 2021-5029

**Title: Lab Assistant – Emergency Medical Technology (Part-time Temporary)**

**Department: Emergency Medical Technology**

**Reports to: Department Chair**

**Pay Grade: Part-time**

**Salary Range: Minimum \$9.00/Hour**

**Campus: Nursing and Allied Health**

**FLSA Status: Non-Exempt/Hourly**

### **General Statement of Job**

The Lab Assistant supports the Emergency Medical Technology instructional program in the Division of Nursing and Allied Health.

### **Specific Duties and Responsibilities**

#### **Essential Functions:**

1. Assists faculty in the practical skills competency-mastery checkoff for selected EMT courses.
2. Assists faculty in everyday activities/supervision of students in classroom/clinical settings.
3. Assists faculty with mastery check off with setup and breakdown of National Registry Skills exam.
4. Assists with routine repairs and notifies proper personnel for warranty maintenance and major non-warranty repairs.
5. Assists in maintaining proper inventory of supplies and equipment utilized for laboratory/classroom instruction.
6. Assists in keeping accurate records related to inventory, Program Accreditation, and State Compliance.
7. Maintains physical organization and cleanliness of labs, including linens and storage areas.
8. Assists in the set up and take down of supplies and equipment for skills and simulation activities in classes and events.
9. Ensures the lab/classroom is clean, safe, and organized; promotes safe lab practices.
10. Operates College ambulances as needed.
11. Performs other duties as assigned.

### **Required Education and Experience**

1. High School Diploma or GED and eight (8) years of related experience required.

### **Required Knowledge, Skills and Abilities**

1. Excellent oral, written, presentation, and interpersonal communication skills.

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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. Must be insurable under South Texas College's insurance policy for driving.
7. Demonstrated ability to interact effectively with a diverse, multi-cultural college population.
8. Demonstrated commitment to achieving the vision and mission of South Texas College.
9. Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals.
10. Ability to write routine reports and correspondence.
11. Ability to speak effectively before groups of students or employees of organization.

### **Checks, Certificates, Licenses, and Registrations**

1. Security Sensitive position: all applicants are subject to a criminal background check under South Texas College policy.
2. Must have or qualify for a valid Texas driver's license and proof of liability insurance.
3. Texas Department of State Health Services EMT Paramedic certification or license required.
4. National Registry of Emergency Medical Technicians Paramedic certification preferred.
5. Current Basic Life Support (BLS) and Cardiopulmonary Resuscitation (CPR) 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.

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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.

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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.**

South Texas College is an equal education and equal employment opportunity/affirmative action employer. South Texas College does not discriminate or tolerate discrimination against any employee, applicant for employment, student, or applicant for admission on the basis of race, color, national origin, ethnicity, religion, age, sex, sexual orientation, gender, gender identity, gender expression, pregnancy, parental status, disabilities, genetic information, veteran status, or any other protected category under applicable local, state, or federal law. Conduct that excludes participation, denies benefits or subjects others to discrimination is prohibited. The College complies with all applicable policies and state and federal legislation in order to combat discrimination.