VENTURA COUNTY COMMUNITY COLLEGE DISTRICT

CLASSIFICATION TITLE: INSTRUCTIONAL ASSISTANT/NURSING

BASIC FUNCTION:

Under the direction of an assigned supervisor, assist in the preparation of instructional materials and perform related clerical duties as assigned; maintain nursing and allied health skills lab, medical and office supplies and equipment; assist students and instructors in nursing and allied health program.

REPRESENTATIVE DUTIES:

Assist in the preparation of instructional materials; perform a variety of general clerical duties such as typing, filing, maintaining attendance and student information and progress on appropriate forms and records and duplicating instructional materials. E

Maintain nursing and allied health lab, medical and office supplies; requisition equipment and supplies as necessary. E

Maintain lab in a clean and orderly condition; clean equipment and perform basic maintenance as necessary. E

Assist students individually or in small groups, reinforcing or following-up on instructions provided by the instructor; explain concepts, principles and terminologies to students. E

Advise and instruct students in the proper operation of instructional equipment such as audio-visual and computer equipment. E

Assist in the administration and scoring of tests and class assignments. E

Answer telephones; refer calls to other divisions or instructors as needed; take messages as necessary. E

Contact other colleges, vendors and service centers for needed information, equipment, supplies or services. E

Operate office equipment such as computer terminal, word processor, copier and related instructional equipment including audio-visual and medical. E

Maintain safety standards in the nursing and allied health lab. E

Assist in the inventory and maintenance of all skills lab equipment and supplies. E

Perform related duties as assigned.

Revised April 2003
Established July 1986
KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Correct English usage, grammar, spelling, punctuation and vocabulary
Basic nursing concepts and procedures
Medical and office supplies, equipment and terminology
Basic math
Record-keeping techniques
Oral and written communications skills
Technical aspects of field of specialty
Operation of assigned office and instructional equipment

ABILITY TO:

Perform clerical duties such as filing, duplications, typing, answering telephone, and maintaining records
Advise students in the proper operation and use of assigned instructional equipment
Speak clearly and distinctly
Understand and follow oral and written directions
Operate office equipment such as computer terminal, word processor, copier and related instructional equipment including audio-visual and medical
Plan and organize work
Make arithmetic calculations quickly and accurately
Learn quickly to apply specific rules, policies and procedures of program to which assigned

EDUCATION AND EXPERIENCE:

Any combination equivalent to: completion of two years of college course work and some related paid nursing skills experience. Some experience working with nursing students in an organized setting is desirable.

WORKING CONDITIONS:

ENVIRONMENT:

Instructional nursing and allied health skills lab environment

PHYSICAL ABILITIES:

Dexterity of hands and fingers to operate a variety of office equipment
Reaching to retrieve and file records
Hearing and speaking to communicate with students and staff
Seeing to read and review assignments and to observe student behavior
Sitting for extended periods of time
Lifting equipment weighing up to 25 pounds