



# Montcalm Community College

Title: <b>Lab Supervisor – Nursing &amp; Health Careers</b>	Department: Academic Affairs
Employee Group: <b>Administration</b>	Employee Classification (if applicable): <b>N/A</b>
Immediate Supervisor: <b>Dean of Nursing &amp; Health Careers</b>	Supervises: <b>N/A</b>
Hours: 25	EX/NE: <b>Non-Exempt</b>

**General Description:** This part-time administration position is responsible for supervising and coordinating the operation of the nursing and health careers labs.

**Position Duties/Functions:**

1. Coordinate nursing and health careers lab operations.
2. Set-up lab learning situations including:
  - a. preparation of necessary equipment and supplies
  - b. scheduling of demands on lab spaces and equipment
3. Assist faculty to ensure smooth operation of labs.
4. Recommend purchase of materials and equipment.
5. Oversee equipment maintenance and cleaning.
6. Assist in use of technology.
7. Inventory, manage, and receive materials and equipment as needed.
8. Work with faculty to create yearly budget requests.
9. Perform monthly maintenance checks on campus Automated External Defibrillators (AED’s)
10. Other duties as assigned.

**Required Qualifications:**

1. Associate's degree or equivalent experience required, with emphasis in health sciences preferred.
2. Familiarity with pertinent lab equipment, procedures and instructional materials.
3. Demonstrated excellence in organizational/management skills.
4. Commitment to the mission of a comprehensive community college.
5. Familiarity with and commitment to the mission and goals of Montcalm Community College.

**Benefits:**

Dental and vision coverage, long-term disability, group term life insurance, sick leave, and holiday pay (at prorated amounts). There is tuition free study (some limitations) for self and dependents age 25 and under.

<b>REMUNERATION:</b>	<b>\$17.54 / hour</b>
<b>APPLICATION DEADLINE:</b>	<b>Tuesday, December 21, 2021 @ 11:59 PM</b>
<b>START DATE:</b>	<b>Approximately January 24, 2022</b>

**METHOD OF APPLICATION:**

Online application at [www.montcalm.edu/employment](http://www.montcalm.edu/employment). Attach your cover letter, detailed resume, transcripts, and three reference letters.

*It is the policy and practice of Montcalm Community College to provide equal educational and employment opportunities regardless of race, sex, pregnancy, color, religion, national origin or ancestry, age, marital status, height, weight, disability or veteran status, or genetics in all programs, activities, services, employment and advancement including admissions to, access to, treatment in, or compensation in employment as required by state and federal law. In addition, no person, on the basis of sexual orientation, gender identity, or gender expression shall be discriminated against in educational programs, activities, or admissions. Arrangements can be made to ensure that the lack of English-language skills is not a barrier to admission or participation.*