Employment Opportunity

Instructional Assistant I – Nursing - - CL14-15
(part-time categorically-funded assignment)

Apply by: Wednesday, July 2, 2014

About the Position: The currently advertised half-time categorically-funded position will perform a variety of standard to difficult duties, including instructional program support, tutoring and administrative activities in support of the Nursing program. An Instructional Assistant I - Nursing position eligibility pool may be established in order to fill other part-time or substitute assignments as needs arise.

Examples of Duties: Under the day-to-day direction of the Nursing Program Chair, in collaboration with the Director of Allied Health:

- Prepares, compiles, collates, maintains, updates and disseminates instructional materials in accordance with instructors’ directions
- Develops and presents learning materials and instructional exercises to individuals and groups
- Tutors students individually and/or in small groups to reinforce class material taught in the Nursing program while keeping abreast of Nursing program changes
- Coordinates materials, equipment, facilities and supplies for classes
- Sets up, installs, maintains and services equipment, materials and supplies used in classes, workshops and supplemental tutoring sessions
- Trains students and others in the safe use of specialized hospital equipment (e.g. IV pumps, suction and simulation equipment), computer hardware and software, and procedures and processes
- Administers and scores tests and examinations
- Answers student questions regarding nursing assignments, which includes the full range of nursing courses taught in the first two years of college
- Assists in completing and processing various forms, certificates and other documents
- Maintains safe physical environment and condition of the nursing lab and its equipment
- Schedules student appointments, tests, meetings and facilities
- Maintains student records; and keeps other detailed records such as budget, financial and attendance records
- Maintains an inventory of and requisitions supplies and equipment
- Maintains the security of special, technical or hazardous supplies and equipment
- Operates standard office equipment and instructional media
- Prepares periodic and special reports
- Attends to a variety of office administrative details such as arranging for the repair of equipment, transmitting information and keeping reference materials up to date
- Assists in the recruitment and selection of student assistants; and provides instruction in safe work procedures
- May conduct workshops, orientations and meetings
- May require driving for position-related activities
- Performed related duties as required or assigned

Minimum Qualifications:
Equivalent to completion of two years of college with college level, lower division* coursework in nursing *(transfer-level, sophomore or above) which will provide the knowledge and skills to support the Nursing program and two years of experience in either educational support work which has included interaction with students in a classroom or tutorial setting, or work in the program area to which assigned.

Please note: Additional experience that would provide the subject matter expertise as outlined above may be substituted for the education on a year-for-year basis and/or additional education may be substituted for the experience on a year-for-year basis.
Knowledge of:
- Subject matter related to the Nursing program
- Effective instructional techniques
- Principles, theories, practices, methods and equipment of the Nursing program
- Health and safety practices related to the Nursing program
- Standard office practices and procedures including filing and the operation of office equipment, including personal or online computers and various software (e.g. word processing, spreadsheet and database)
- Detailed recordkeeping and budget tracking
- Correct English usage, including spelling, grammar and punctuation
- Nursing mathematics sufficient to accurately determine pharmacological and drug dosage calculations

Skill in:
- Safely operating, maintaining and demonstrating the use of specialized equipment (e.g. IV pumps, suction and simulation equipment), supplies and materials
- Applying and explaining instructional methods and procedures
- Reading, understanding and presenting course materials to students
- Keeping abreast of Nursing program changes
- Coordinating multiple projects and meeting deadlines
- Maintaining accurate records, files and databases
- Preparing clear and concise reports, correspondence and similar written materials
- Establishing and maintaining effective working relationships with those contacted in the course of the work including those from diverse backgrounds
- Understanding and following oral and written instructions
- Operating a personal computer to enter, edit and retrieve data and generate reports using various software (e.g. word processing, spreadsheet and database)
- Effectively operating and maintaining a safe and orderly instructional environment

Other Minimum Requirements:
- Must possess sufficient strength and stamina to safely maneuver equipment weighing up to 40 pounds or more, utilizing proper equipment
- Must be willing and able to work at various campus locations
- Possession of and ability to maintain a California driver’s license and a safe driving record

Desirable:
- Current California license as a registered nurse
- Recent acute care experience in a hospital or acute rehabilitation unit
- Current Cardiopulmonary Resuscitation (CPR) certification

Current Salary: *$1,466 to $1,616 per month to start; seven-step schedule to $1,965 per month. Half-time (50%) categorically-funded assignment, 10 months per year, work days and hours to be arranged depending on program needs. Classified employees are required to join the California Public Employees’ Retirement System (CalPERS) and as such contribute up to 7% of their monthly salary to CalPERS on a pre-tax basis. Position scheduled to begin August 25, 2014, pending continued categorical funding and Governing Board ratification. *Cabrillo College reserves the right at its discretion to hire classified employees at a higher starting step placement, up to step three, in acknowledgement of an individual’s previous job-related experience or factors as may be determined upon submission of appropriate written documentation.

Each employee hired into a classified position shall contribute to membership dues or service fee or charitable contribution at the current rate of gross salary per month.

Please note: this half-time assignment is not currently eligible for insurance-related benefits.
How to Apply: Application forms may be obtained through the Human Resources web site: http://www.cabrillo.edu/services/hr/apps.html OR at the office location noted below.

Cabrillo College, Human Resources Department
6500 Soquel Drive, Aptos, CA 95003
or fax to: (831) 477-3545
Phone: (831) 479-6217

**EACH APPLICANT MUST SUBMIT:**

a) Completed and signed Cabrillo College classified employment application
b) Resume – job related
c) One to three letters of recommendation which address the candidate’s ability to perform the duties of this position
d) Verification of educational qualifications (*Foreign transcripts must be translated to determine equivalency to U.S. standards. Any fee for such translation is paid by the applicant.*)
   - Transcripts from all colleges attended (copies are acceptable) OR official proof of request for transcripts to demonstrate the qualification re: college coursework listed in this announcement. If selected, it is the responsibility of the candidate to provide official transcripts, diplomas, degrees, or other documents as may be required.
   - OR
   - Experience may be substituted for the education requirement on a year-for-year basis. Applicant must provide written evidence that proves additional experience is equivalent for purposes of substitution.
e) Copy of current California driver’s license
f) Criminal History Inquiry Supplemental to Application

APPLICANTS ARE ENCOURAGED TO SUBMIT:

- Copy of current California Registered Nurse license in response to this position’s desirable qualification
- Copy of Cardiopulmonary Resuscitation (CPR) certification in response to this position’s desirable qualification

**If any of the above materials are not submitted with your application packet, your materials will be deemed incomplete and will not be forwarded to the committee for screening.**

Please notify the Human Resources department if you require any special accommodation(s) in meeting these requirements.

Selection Procedure:
Applications will be reviewed by a search committee, which will determine the applicants to invite for interviews based on appraisal of qualifications as documented by application materials submitted.

Candidates selected for employment with Cabrillo College must agree to be fingerprinted, provide current tuberculosis test results, provide proof of eligibility for employment in the United States and present a valid Social Security card upon hire.

Application Deadline: All application materials MUST be received in the Human Resources Department by: Wednesday, July 2, 2014. (Postmarks or e-mail transmittals are not accepted.)

Cabrillo College seeks applications from all qualified individuals. It is the continuing goal of Cabrillo College to hire and retain staff that reflect the rich diversity and cultural heritage of the college district and its student body.