INDIAN RIVER STATE COLLEGE
JOB DESCRIPTION

POSITION TITLE: Technical Lab Specialist – Health Science

DISCIPLINE: Dental, Emergency Medical Services, Medical Assisting, Medical Laboratory Technology, Nursing, Physical Therapist Assistant, Radiography, Respiratory

LOCATION: Main Campus, Fort Pierce

SUPERVISOR: Jane P. Cebelak, Dean of Health Science

VICE PRESIDENT: Jose Farinos, Vice President of Applied Science & Technology

CLASSIFICATION: Part-Time Support

SUPERVISORY: N/A

FLSA STATUS: Non-Exempt

A. QUALIFICATIONS, KNOWLEDGE AND SKILL REQUIREMENTS:

The qualifications and skill requirements for this position include:

- A minimum of an Associate in Science degree in the discipline with 2 or more years of documented professional experience directly related to the discipline; OR Bachelor’s degree in the discipline;
- Appropriate current professional certification and/or licensure in the related discipline;
- Two or more years of documented professional experience and/or graduate coursework in the respective discipline;
- Proven knowledge of contemporary discipline theory and practices;
- Excellent communication skills, both oral and written;
- Strong interpersonal, organizational, and problem-solving skills;
- Proven laboratory skills required in respective disciplines;

B. ESSENTIAL JOB FUNCTIONS AND RESPONSIBILITIES:

The essential job functions and responsibilities of this position include, but are not limited to:

1. Assisting the instructor of record with skills laboratory or direction of students in work setting;
2. Demonstration of safety principles, professional behavior and sound judgment.
3. Demonstration of current knowledge and technical expertise in the respective discipline.
4. Clearly, accurately and effectively guiding students in the development of necessary skills;
5. Demonstration of oral and written communication skills and team work.
6. Demonstration of working knowledge of Microsoft Office software and IRSC’s internet platform.

C. SPECIFIC DUTIES AND RESPONSIBILITIES:

The specific duties and responsibilities for this position may include, but are not limited to:

1. Assisting the instructor of record with facilitation of student learning of cognitive, affective and/or psychomotor skills to meet the overall course objectives and program goals.
2. Assisting the instructor of record with assignment and direction of students in work setting.
3. Assisting instructor of record with collection of data for instructor of record’s evaluation of student.
4. Assisting the instructor of record to support student success by referring students to college resources.
5. Maintaining positive communication with college students, college employees and affiliating agencies.
6. Assisting the instructor of record with required documentation.
7. Participating in department, division, and college meetings as assigned.
8. Maintaining equipment and supplies on assigned campus(es).
9. Participating in professional development activities to enhance professional knowledge and skill.
10. Contributing to the recruitment and retention of students.
11. Performing other duties and responsibilities as assigned.

D. ESSENTIAL PHYSICAL SKILLS:

This position requires an ability to sit, stand, walk, bend, lift, reach up, and stoop. This position also requires sufficient eyesight to observe, sufficient gross and fine motor coordination to respond promptly to situational needs, manipulate equipment and evaluate procedural results; sufficient hearing to assess needs and communicate verbally with students and others; sufficient verbal and written skills to communicate needs promptly and effectively in English; and lift a minimum of 30 pounds. It also requires manual dexterity to operate standard office machines, such as, copier, fax, calculator, telephone, and other equipment as necessary. IRSC expects its employees to follow proper safety standards while employed by the College.

__________________________________________________________
Administrator’s Signature    Vice President’s Signature    Date

This description is intended to indicate typical kinds of tasks and levels of work difficulty that will be required of positions given this title and shall not be construed as declaring every specific duty and responsibility of the particular position. This job description is not intended to be a contract for employment, and the employer reserves the right to make any necessary revisions to the job description at any time without notice.

Please sign and date this document. This “signed and dated” job description must be turned in with the application materials.

__________________________________________________________
Applicant/Employee’s Printed Name    Applicant/Employee’s Signature    Date