



Federal Work Study Program

Name of the Position: Open Skills Lab Assistant

Classification: Federal Work Study

Employer: Charles R. Drew University

Department: Prelicensure Programs

Location: LSRNE Building

Work Hours: 20 Hours a week/Flexible

Rate of Pay: \$20/hr

Supervisor: Dr. Sharon Cobb

Contact Info: sharoncobb1@cdrewu.edu or (323) 563-3345

Purpose/Role:

The Open Skills Lab Assistant supports the College of Nursing by facilitating a learning-conducive environment in the skills lab. The assistant ensures the lab is organized, well-maintained, and ready for student use, helping nursing students practice and refine their clinical skills under supervision.

Essential Duties and Responsibilities:

Prepare and organize lab equipment and materials before and after lab sessions.

Assist students in the correct use of lab equipment and supplies.

Ensure a clean and safe lab environment, adhering to all safety and hygiene protocols.

Monitor inventory levels and assist in the ordering and restocking of supplies.

Provide instructional support to students as directed by faculty or lab coordinators.

Assist in the setup and operation of patient simulation equipment.

Maintain accurate records of lab usage, equipment maintenance, and supply inventory.

Support faculty and staff during workshops and demonstrations.

Answer questions and provide guidance to students regarding lab procedures and protocols.

Perform other related duties as assigned to support lab operations and activities.

Qualifications:

Must be a Federal Work Study-eligible student, preferably enrolled in the College of Nursing.

Strong organizational and communication skills.

Attention to detail and ability to follow complex instructions.

Interest or background in nursing, healthcare, or related fields.

Ability to handle multiple tasks in a busy environment.

Previous experience in a clinical or lab setting is highly desirable.

Working Conditions:

Work takes place in a clinical lab setting.

Requires handling of medical and lab equipment.

Interaction with nursing students and faculty is frequent.

Computer Skills: Familiarity with Microsoft Office

PHYSICAL DEMANDS: ABILITY TO LIFT 20 POUNDS

The physical demands described here are representative of those that must be met to successfully perform the essential functions of this job.

MENTAL DEMANDS: ATTENTION TO DETAIL

- The ability to perform highly detailed work with sustained attention and care while providing/obtaining information on numerous tasks
- Ability to multi-task and prioritize work for best outcomes.
- Possess exceptional decision-making skills based on reasoning, judgment and integrity.

The above statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified. I understand that CDU at its sole discretion may change this description or any of its components at any time.

Supervisor Signature: _____ Date: _____

Employee Signature: _____ Date: _____