



**Northwest
Technical College**

Northwest Technical College
invites applications for the position of:

College Lab Assistant

AFSCME JOB POSTING

CLASSIFICATION:	College Lab Assistant 2 (PCN 01082295)
OPENING DATE:	March 13, 2023
INTERNAL BID DEADLINE:	Monday, March 20 th , 2023, at 4:30 p.m.
CLOSING DATE:	Tuesday, April 11 th , 2023, at 11:59 p.m.
POSITION LOCATION:	Nursing Department at Northwest Technical College campus
JOB TYPE/SCHEDULE:	Unlimited Full-time; Flexible hours during the week and an occasional weekend during the academic year
SALARY:	Depends on Qualifications; current pay range is \$19.56 - \$27.33 per hour

NORTHWEST TECHNICAL COLLEGE (NTC) invites applicants to join our team as a **College Lab Assistant**. To accomplish our mission of “preparing students for rewarding careers”, we prioritize creating a culture in which diversity is embraced and all people are safe, welcome, and validated. NTC has prepared students for fulfilling careers in high-demand fields for more than 50 years. The college’s accessible, affordable, hands-on programs also help the region’s employers meet their ever-growing need for a highly skilled workforce. NTC serves more than 1,000 students with an excellent education, an open-enrollment policy and affordable tuition. Students may pursue nearly 40 degree, diploma and certificate programs in six distinct career paths. Classes are offered on campus, online, or as a combination of both. NTC is a member of the Minnesota State system of colleges and universities.

The nursing programs at Northwest Technical College provides leadership and excellence in nursing education through an inclusive and student-centered environment. The nursing programs value critical think diversity and recognizes the benefits of each students’ unique perspectives and experiences.

The **College Lab Assistant** will perform specialized work in the Simulation and Nursing Labs in the [Nursing Department of NTC](#). The assistant will work with the faculty, Program Technician, and the Nurse Administrator to coordinate the simulation and nursing labs. The College Lab Assistant will be assisting and guiding students in carrying out lab assignments, scheduling spaces for simulation, clinical, and laboratory courses, ordering of supplies, organizing open learning labs and stations, maintaining existing equipment, organizing supply closets, preparing the laboratory for nursing classes, monitoring nursing students utilizing the lab, and maintaining the lab inventory.

Responsibilities of the College Lab Assistant include:

- **Skill Lab Learning Environment (35%)**
 - Maintaining and organizing the skills laboratory under the supervision of nursing department faculty and staff.

- Performing independent completion of tasks.
- Performing an annual skills laboratory inventory.
- Preparing laboratory for nursing classes throughout each semester.
- Collaborating with faculty for skills and simulation days, maintaining inventory, ordering lab supplies, and monitoring equipment repair and safety.
- Assisting and tutoring students in carrying out lab assignments.
- Providing work direction for student workers and coordinating schedules for using laboratory space.
- Participating in the Nursing Resources committee as requested.
- Procuring supplies and working with product vendors for ordering, maintaining, and updating equipment.
- Evaluating overall operations and organizing any open skills lab activities and hours.
- Providing input on future equipment and student needs for the skills and simulation labs.
- **High Fidelity Simulation (35%)**
 - Learning and maintaining competency of high-fidelity simulation.
 - Collaborating simulation exercises with faculty.
 - Setting up and running simulation scenarios according to faculty direction.
 - Completing data entry of simulation scenarios, as needed.
 - Working with product vendors to maintain simulation equipment and software as needed.
 - Maintaining and organizing simulation lab supplies and performing an annual inventory.
 - A consistent presence in the simulation lab while students are engaged in learning experiences; this includes scheduled weekends during the academic year.
- **Nursing Department Support (30%)**
 - Working with product vendors and learner resources that assist with program delivery of student resources.
 - Assisting with managing student clinical eligibility
 - Assisting in clinical schedule coordination with external partners (i.e. My Clinical Exchange and Learning Gateway).
 - Engaging in recruitment efforts for the Nursing Department.
 - Assisting with social media for the Nursing Department.

Minimum qualifications for this position include:

- High School diploma.
- Knowledge of education, nursing, and/or medical fields, and/or the general operation of medical or educational institutions.
- Ability to provide training and demonstrate technology applications.
- Ability to organize and prioritize activities and facilitate project delivery and completion.
- Ability to demonstrate effective verbal and written communication skills.
- Basic computer skills including the use of business software such as Microsoft Office, email, and the internet.

Preferred qualifications include:

- Work history within the medical field: nursing lab assistant, certified nurse assistant, medical secretary, medical transcription, certified medical assistant, LPN, or RN, etc.
- Demonstrated ability to work effectively in an office/lab/clinical environment.
- Knowledge of laboratory equipment, techniques, and operations.
- Experience in simulation training.
- Knowledge of the priorities, goals, and mission of Northwest Technical College.
- A demonstrated commitment to the principles of diversity, equity, inclusion, and anti-racism.

To facilitate the review, assessment, and evaluation process, please ensure that your application and/or resume clearly demonstrate fulfillment of these required and preferred qualifications.

Physical Factors:

Constant: Hearing and vision.

Frequent: Standing (up to 8 hours a day), bending (lifting up to 50 pounds), pulling, reaching, walking, fine motor manipulation.

Occasional: Sitting.

Other considerations:

- All applicants must be able to lawfully accept employment in the United States at the time of an offer of employment.
- Employment for this position is covered by the collective bargaining agreement for the **American Federation of State, County & Municipal Employees (AFSCME)** bargaining unit, which can be found at: <https://www.afscme.org/>
- In accordance with the Minnesota State Colleges and Universities (MinnState) Vehicle Fleet Safety Program, faculty and staff driving on college/university business, who use a rental or state vehicle, shall be required to complete a vehicle Use Agreement form and conform to MinnState's vehicle use criteria and consent to motor vehicle records check annually.
- BSU and NTC are tobacco free workplaces ([see policy](#)).

TO APPLY:

Apply for **Vacancy Posting 63871**, on the Minnesota Management and Budget (MMB) website: <http://mn.gov/mmb/careers/>.

If you are unable to apply online, please contact the job information line at 651.259.3637.

For additional information about the application process, go to <http://www.mn.gov/careers>.

Internal Bid Process – Open for Bids from eligible AFSCME members from 3/13 – 3/20/2023. Any current employee interested in this position and eligible to bid should submit a [Bid Application](#) by 4:30 p.m. on Monday, March 20th, 2023, to Mary Miller in the HR office at mary.miller@bemidjistate.edu. The bid form may also be found on the [Human Resources website](#).

Note: Internal bid applications will be considered prior to filling the position via the public application process and, therefore, this posting may be closed due to contractual obligations.

Inquiries about the position:

Nicholle Bieberdorf, Dean of Nursing, Health & Human Service

Email: nicholle.bieberdorf@bemidjistate.edu

Phone: (218) 333-6659

If you have general questions about this posting or submitting an application, contact Mary Miller at mary.miller@bemidjistate.edu

All employees must comply with department and institution procedures and policies, MinnState policies and procedures, as well as local, state, and federal laws, regulations, guidelines and business and industry standards.

This description is intended to indicate the kinds of tasks and level of work difficulty required of the position. It is not intended to limit or modify the right of any supervisor to assign, direct and control the work of employees under his/her supervision. The use of a particular expression or illustration describing duties shall not be held to exclude other duties not mentioned that are of similar level of difficulty.

COLLEGE / COMMUNITY: Northwest Technical College is in Bemidji, Minnesota, in Northern Minnesota. The greater Bemidji community has a population of 25,000 and serves as a regional center for education, commerce, recreation, health care, and the arts. Bemidji State University, a partner institution, and Northwest Technical College welcome 6,000 students annually. Northwest Tech offers hands-on learning in Business, Health Care, Manufacturing, Transportation, and General Education. As a partner in Distance Minnesota, the College is engaged in innovative distance education with most of its programs offered online in addition to on campus. Northwest Technical College is a member of the Minnesota State Colleges and Universities System (Minnesota State) <https://www.minnstate.edu>. To learn more about the student-centered environment at Northwest Technical College, visit www.ntcmn.edu.

WHY BEMIDJI:

In this Northwoods setting, students, staff, and faculty have a variety of activities at their fingertips. Possessing all the charm and character of a college town, Bemidji remains a tight-knit community of good neighbors and engaged citizens. While the city of Bemidji — named after the Ojibwe Chief Shaynowishkung (nicknamed Bemidji) — is home to a diverse population of more than 15,000 people, it serves a regional population of more than 100,000.

Located between three American Indian reservations – Leech Lake, Red Lake, and White Earth, students have an opportunity to experience a dynamic local culture and history. Bemidji also sits at the center of the legends of Paul Bunyan and Babe the Blue Ox. The famous statues of Paul and Babe greet students as they drive along Lake Bemidji.

Though quaint and historic, the city offers the urban conveniences upon which college students rely. Northwest Technical College is conveniently located minutes away from affordable restaurants, cozy coffee shops, grocery stores, city parks, and more. Small, locally-owned shops and art sculptures line the streets of downtown Bemidji, while national chains can be found in and around the Bemidji area, including an uptown selection of department stores and restaurants.

The thriving downtown community presents ample opportunities for engagement off-campus. Among other things, there are fine-dining restaurants, cafes, and a natural foods co-op in downtown Bemidji. The historic Paul Bunyan Playhouse has a calendar of classic shows; restaurants and lounges offer weekly live music performances; the First Friday Art Walk provides a tour of new monthly art exhibits; and annual events such as the Loop the Lake Festival, the Dragon Boat Festival, the Blue Ox Marathon, Bemidji Winterfest, and The Minnesota Finlandia bring the community together.

For those who love the outdoors, there are wooded, multi-use trail systems within minutes of campus and community parks with walking trails, playgrounds and a skate park. Lake Bemidji State Park and its miles of navigable trails is located directly across the lake from BSU, and the Buena Vista Ski Area — just 12 miles north of town — offers downhill skiing and BSU-sponsored student transportation in the winter months. Further, the Mississippi River Headwaters is a mere 45 minutes from Bemidji.

For further information, visit our website at: <https://www.ntcmn.edu>

Review a "special report on how this former lumber town has rebuilt itself as a high-speed, regional center of enterprise" at [Bemidji 2.0](#)

Other Resources:

- Visit Bemidji – <https://www.visitbemidji.com/>
 - 218 Relocate / Greater Bemidji – <https://www.218relocate.com/>
 - Bemidji Area Chamber of Commerce – <https://www.bemidji.org/>
 - Explore Minnesota – <https://www.exploreminnesota.com/article/top-things-to-do-bemidji>
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Statement of Notice

Bemidji State University prohibits discrimination and sexual violence of any kind. Contact the Title IX Coordinator if you have concerns regarding discrimination and/or sexual violence.

Per [Minnesota State System Procedure 1B.3.1](#), all universities and colleges must provide contact information of their Title IX Coordinator.

Megan Zothman, Campus Human Resources Officer & Title IX Coordinator

Email: TitleIX@bemidjistate.edu or Megan.Zothman@BemidjiState.edu

Phone: (218) 755-2502

1500 Birchmont Drive NE, Deputy Hall, Room 335, Bemidji, MN 56601

Northwest Technical College is an Affirmative Action Equal Opportunity Employer and Educator. This document is available in alternative formats to individuals with disabilities. Consumers with hearing or speech disabilities may contact us via their preferred Telecommunications Relay Service.