



**MENDOCINO-LAKE COMMUNITY COLLEGE DISTRICT**

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**Filing Deadline: May 31, 2020, at 5:00 p.m.**

**Instructional Assistant – Nursing Simulation Lab  
(20 hrs/wk @ \$21.27/hr)  
Short Term Non-Continuing Assignment (STNC)**

**BASIC FUNCTION:**

Under direction of the Simulation Lab Instructor, performs duties related to all functions of the Nursing Simulation Lab.

**REPRESENTATIVE DUTIES:**

- Set up lab for student learning, take down lab after student lab;
- Keep lab learning area clean per CDC guidelines for health care.
- Aid in setting up mannequins and cleaning mannequins after demonstrations.
- Priming the mannequins with ports, wounds, drain, etc., based on the patient scenario.
- Flushing mannequin's fluid reservoirs, return instructor PC to designated area.
- Proper storage and security of mannequins.
- Perform inventory and keep a running log of consumables, aid in ordering materials.
- Do laundry of linens from the lab.
- Aid Lead Sim Instructor in the miscellaneous activity in the lab to keep the lab functional.
- Work with students under direction of instruction while practicing skills.
- Work on various tasks under the direction of the simulation instructions.
- Any other duties assigned by Simulation Lab Instructor.

**QUALIFICATIONS**

Knowledge of: Medical terminology, medical equipment and medical procedures. A background that includes medial knowledge would be preferred.

Ability to: Perform the above duties.

**WORKING CONDITIONS**

Laboratory environment; subject to interruptions and distractions. Physical demands include sitting, standing, reaching, bending, walking, and lifting (up to 50 lbs).

**SALARY AND BENEFITS:**

This is a Short-Term Non-Continuing (STNC), temporary, hourly position, 20 hours per week, \$21.27 per hour. Ed Code 88003 authorizes a governing board to hire STNC employees for less than 75% of a school year, up to 180 days.



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**APPLICATION PROCEDURE:** Submit the following to Human Resources, Mendocino College, 1000 Hensley Creek Road, Ukiah, CA 95482. These materials may also be scanned and submitted electronically via email to Human Resources, [HRrecruiting@mendocino.edu](mailto:HRrecruiting@mendocino.edu), or faxed by the deadline date above to 707-467-1023.

- Completed Mendocino College Non-Academic Application and Voluntary Applicant Survey: <https://www.mendocino.edu/college/employment/employment-application-forms>
- Cover letter
- Resume

***Interviews are by invitation only.***

***The college does not reimburse applicants for related travel expenses.***

**THE COLLEGE:** Established in 1973, Mendocino College, a Hispanic Serving Institution, is a vibrant and inclusive academic community, rich in culture, creativity, diversity, and technology. A fully accredited two-year community college, the District serves more than 5,000 students across four locations in the greater parts of Lake and Mendocino Counties. Complete with a friendly small-campus academic setting and a respectfully collaborative work environment, Mendocino College prepares students for a future of innovation and success.

The beautifully landscaped main campus is located in Ukiah, California. With views of oak-covered hills, sprawling vineyards, and distant mountains, the 127-acre campus is equipped with a state-of-the-art Library/Learning Center, high-tech Nursing Facility, and Student Center. The college operates two fully equipped centers in Willits and Lakeport, conveniently providing our valued students with quality instruction, academic support and administrative services in neighboring communities. In 2016, Mendocino College expanded its services to the coast, acquiring an established college center in the city of Fort Bragg.

With a comprehensive curriculum and engaging instruction, Mendocino College provides a wide variety of degree, certificate, transfer, occupational, and basic skills programs. Mendocino College students learn in a nurturing and supportive environment enhanced by small-sized classes, personalized academic advising, and several hundred dedicated faculty and staff.

**THE COMMUNITIES:** Mendocino and Lake Counties include some of California's most picturesque landscape. Because of the geographic location, climate, and natural beauty, Mendocino and Lake Counties attract many visitors. Agriculture, timber, and tourism industries form the economic base of the area with some light manufacturing. Mendocino County has a long and colorful history as a premium grape-growing region within the state's famous North Coast wine country, while Lake County is noted for its pear production and as an attractive spot for retirement and vacationing. A relaxed and friendly lifestyle is characteristic of our communities. Recreational opportunities abound for water skiing, swimming, fishing, boating, sailing, camping, hiking, tennis, and golf.

***Mendocino College welcomes applications from all qualified candidates who demonstrate sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds of our community college students.***