

STUDENT LABOR POSITION DESCRIPTION**Nursing**

Most Recently Updated 03/05/99

Position Title: Student Teaching Assistant (Lab)
Must work 10 or 15 hrs/wk.

I. Grade Level: 1-4**II. Description:**

- A. The following are the essential duties for a Teaching Assistant (Lab) in the Nursing Department:
1. Monitor and organize the department reading room, AVS room, computer room and nursing skills lab.
 2. Opens and closes the nursing skills lab, reading room and computer room during scheduled times.
 3. Advise and support nursing students who seek out extra information and practice on their nursing skills.
 4. Check-off nursing skills following the guidelines of the nursing faculty.
 5. Give study sessions for designated classes following the instructor's guidelines.
 6. Performs other job-related duties as assigned.
- B. The following are *possible additional* duties for this position:
1. Supervise the activities that are being performed in the lab area.
 2. Delegate responsibilities and duties so that tasks are completed on designated dates and times.
 3. Facilitate communication between faculty and teaching assistants.
 4. Design and implement the orientation for new teaching assistants.
 5. Be flexible and available upon request to perform any duties that are delegated by the nursing department.
 6. See that the workplace and environs are clean.

III. Learning Opportunities:

- A. Will learn or demonstrate the attributes listed on the "Outline of Berea's Labor and Learning Progressions" for this job's grade level and all levels below it as published in *the Berea College Student Labor Program Policies and Procedures Manual*.
- B. Will develop an ethical understanding of the nursing profession.
- C. Will demonstrate knowledge and skills of effective communication and interpersonal relationships.
- D. Believes in the concept of positive self regard, individual instruction and mastery learning while demanding a high standard of performance in self and others.
- E. Will support and implement a high quality of instruction with or without faculty supervision.
- F. Will develop essential qualities of the nursing profession.

IV. Basic Qualifications:

- A. General: none
- B. Skill: none
- C. Physical: No limitations.

IV. Basic Qualifications (cont.):

D. Academic: Must have completed NUR 241 and 242 with an exceptional performance in theory and in the clinical component.

V. Desirable Qualifications:
none beyond those qualifications deemed as basic

VI. Narrative Summary:
Student served as a department reading room/AVS room/computer room/nursing skills lab monitor and was responsible for the duties that accompany that position such as organizing the rooms, opening and closing the rooms, and reporting any major maintenance concerns to Facilities Management. Student also advised nursing students who sought out extra help and information about nursing skills, in addition to performing other job-related tasks as assigned.