

# ANNOUNCEMENT OF EMPLOYMENT OPPORTUNITY

## De Anza College

### Instructional Associate, Nursing Skills Laboratory

Job #07-118

Open Until Filled

The Foothill-De Anza Community College District is currently accepting applications for **Instructional Associate, Nursing Skills Laboratory (50%), De Anza College.**

#### **DUTIES AND RESPONSIBILITIES OF THE POSITION INCLUDE:**

Oversee the operation of the Nursing Skills Laboratory in accordance with the Nursing Department criteria. Assist faculty, other staff, and students in the hands-on learning and testing of nursing skills. Serve as a resource for all nursing students; in particular, clarifying concepts and proper procedural techniques. Monitor and maintain the skills lab and equipment in accordance with College, Division, and Department policies and OSHA standards. Order, maintain and distribute lab supplies in adequate volume in order to meet student needs. Instruct others in the use of a variety of technical or specialized equipment related to skills training. Develop, explain and demonstrate learning exercises and instructional materials to aid in student comprehension skills. Develop skill scenarios in conjunction with program faculty to be used with the 'Simulation Mannequin' at all levels in the program. Assist instructors in setting up the lab for skills demonstration and testing. Act as a liaison between students and faculty for the purpose of identifying students with problems in hands-on nursing techniques. Prepare and maintain a variety of records and reports. Perform related duties as assigned.

#### **MINIMUM QUALIFICATIONS:**

1. Understanding of, sensitivity to, and respect for the diverse academic, socio-economic, ethnic, religious, and cultural backgrounds, disability, and sexual orientation of community college students, faculty and staff.
2. Any combination equivalent to an Associate's degree in field of expertise or related field.
3. Three years related instructional experience.
4. Current, active, California RN License.
5. At least one year of clinical experience within the last 2 years.

In addition, successful candidates will demonstrate the following:

1. Teaching or tutoring experience, particularly in nursing skills.
2. Knowledge of rules, regulations, requirements and restrictions related to nursing programs.
3. Ability to use correct English, grammar, spelling, punctuation and vocabulary.
4. Ability to communicate effectively both orally and in writing.
5. Ability to use interpersonal skills with tact, patience and courtesy.

6. Ability to establish and maintain cooperative and effective working relationships with others.
7. Ability to work confidentially with discretion.
8. Ability to meet schedules and timelines.
9. Ability to work independently with little direction.
10. Ability to analyze situations accurately and adopt an effective course of action.
11. Ability to accurately demonstrate nursing procedures.
12. Ability to apply nursing process to different types of clients.

#### **APPLICATION MATERIALS:**

1. A District application to be completed at [www.fhdajobs.net](http://www.fhdajobs.net) (a paper application is available by visiting [www.fhda.edu](http://www.fhda.edu) or by contacting Employment Services).
2. Resume of all work experience, formal education and training.
3. Cover letter addressing your qualifications for the position of Nursing Skills Laboratory.
4. A separate document that provides information which demonstrates your understanding of, sensitivity to, and respect for the diverse academic, socio-economic, ethnic, religious, and cultural backgrounds, disability, and sexual orientation of community college students, faculty and staff.

Incomplete application packets will not be forwarded to the search committee for review.

Application materials become the property of the District and will not be returned.

#### **CONDITIONS OF EMPLOYMENT**

**Salary:** \$1,879.14 per month plus benefits; level N-45.

**Position:** Part-time (50%), Temporary (5 year grant funded).

**Grant Funded,** 10 months per year.

**Please Note:** Schedule will be determined upon hire.

**Starting date:** As soon as possible upon completion of the search process.

Excellent benefits package which includes full cost medical coverage for employee and eligible dependents, dental, vision care, employee assistance program, long-term disability, retirement benefits and basic life insurance.

**-OVER-**

For information on our benefits package that includes fully paid medical for employees and dependents, visit our web site:

<http://hr.fhda.edu/benefits>

Persons with disabilities who require reasonable accommodation to complete the employment process must notify Employment Services no later than the closing date of the announcement.

The successful applicant will be required to provide proof of authorization to work in the U.S.

All interviewing costs incurred by applicant are the responsibility of the applicant.

For more information about our application process contact:

Employment Services

Foothill-De Anza Community College District

12345 El Monte Road

Los Altos Hills, California 94022

(650) 949-6217

Email: [employment@fhda.edu](mailto:employment@fhda.edu)

<http://www.fhda.edu>