

**PANOLA COLLEGE
JOB DESCRIPTION**

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| JOB TITLE: | Clinical & Simulation Assistant | FLSA status: | Non-Exempt |
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| DEPARTMENT: | Assigned Health Science Program(s) | REPORTS TO: | Assigned Health Science Chair(s) |
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Position summary: Under direct supervision, this position assists the assigned Health Science program(s)/Chair(s) with clinical and simulation operations.

Position responsibilities:

Simulation Assistant responsibilities

- Monitors and maintains inventory, ordering, receiving, and distributing supplies for the simulation laboratory.
- Under the direction of the Simulation Lab Coordinator, performs the setup before instruction and the cleaning up after a simulation laboratory learning experience.
- Performs the cleaning and preparation of laundry for the simulation laboratory.
- Assists with the maintenance of simulation environments and equipment.
- Assist faculty in obtaining needed simulation supplies and equipment for instruction.
- All other duties as assigned

Clinical Assistant responsibilities

- Collaborates with faculty to assist in student clinical placements.
- Maintains clinical contracts between the educational institution and fieldwork education placements
- Ensures all written clinical contracts between the College and fieldwork education placements are established before assigning students.
- Maintains a current information file on each established, contracted fieldwork education site.
- Maintains a collaborative relationship with fieldwork sites and representatives.
- Maintains required student documentation for clinical placements for Health Science Programs as directed.
- In collaboration with the faculty and students, ensure the required student information is submitted to the fieldwork sites, complying with clinical contracts and department policies.

Minimum Position Requirements

- An Associate's degree is preferred.
- Two (2) years of experience in the specified duties and responsibilities is preferred.
- Must have demonstrated ability to work independently and as part of a team.
- Communicate effectively with students, employees, and visitors.

Knowledge, Skills, and Abilities Required

- Strong interpersonal and communication skills with subordinates, peers, supervisors, and students.
- Ability to foster a cooperative work environment.
- Strong computer skills, including Google Workspace Applications and Microsoft Office Suite Programs (Word, Excel, and PowerPoint).
- Strong organizational and clerical skills, including typing, filing, organizing, etc., and a strong knowledge of computerized information systems.
- Ability to work with a diverse team in a fast-paced environment.
- Maintain professional competence in the areas of responsibility.

Physical Demands and Work Environments:

- Work is normally performed in a typical interior/office environment and a Health Science simulation laboratory.
- This position requires working a flexible schedule, which could include evenings and weekends on infrequent occasions.

- No or very limited physical effort required; however, the employee must occasionally lift and/or move up to 50 pounds.
- No or very limited exposure to physical risk.