



UNIVERSITY  
*of* ALASKA  

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*Many Traditions One Alaska*

## **Position Job Duties**

### 531305\_Skills Lab Assistant

100% Responsible for daily setup/cleanup and/or direction of student workers in daily setup/cleanup of the nursing skills labs.  
Assign daily tasks to student workers.  
Coordinate and schedule open labs for students.  
Conduct training for student, staff and faculty.  
Maintain, update and/or create skills lab setup documents.  
Maintain schedules of labs and lab setup documents, which include lists and numbers of supplies and equipment needed for each lab course in all nursing programs.  
Responsible for scheduling or coordinating lab activities and/or assist faculty in the development, implementation, and integration of laboratory experience for students under supervision. Assist the Nursing Skills Lab Manager as needed with scheduling lab activities.  
Assist students with supplies/equipment during open labs.  
Maintain student computers, run virus scan updates, load/unload software, and troubleshoot problems for VitalSim electronic manikin software.  
Order and maintain accurate inventory of lab supplies.  
Assist instructors with various needs during labs.  
Assist with School of Nursing simulations as needed.  
Various other duties as assigned by Nursing Skills Lab Manager.