



Job Title: Nursing & Allied Health Work Study

Position Overview:

This work study position involves providing support and assistance to the Nursing and Allied Health Department staff.

Key Responsibilities:

- Checking labs for soiled laundry, trash, debris, etc.
 - If present, laundry will be washed, dried, sorted and put away
 - Trash will be taken out on a regular basis
 - Sweet floors and ensure all paths/walkways are clear
- Regularly check Nursing & Allied Health computer carts, and ensure all computers are put away correctly and plugged in to charge
- Maintain organization of surfaces in Nursing Office
- Maintain organization and cleanliness of the student lounge and allied health breakroom
- Monitor copier and refill paper trays
- Check-in, unpack, and put away supplies
- Assist in the stocking of skills and simulation labs
- Assist staff/faculty in preparing for activities as necessary
- Other tasks as assigned by Director of Nursing & Allied Health

Qualifications:

- Must be currently enrolled as a student at Otero College
- Ability to work effectively both independently and collaboratively within a team
- Dependable and punctual

Work Schedule:

This position requires a commitment of up to 15 hours per week, with a flexible schedule based on the student's availability and the needs of Nursing and Allied Health staff.

Compensation:

Hourly wage in accordance with Otero College's student employment program.



Application Process:

Fill out the online student employment form and provide all relevant information detailing your interest in the position.

Notice of Non-Discrimination: *Otero College prohibits all forms of discrimination and harassment including those that violate federal and state law or the State Board for Community Colleges and Occupational Education Board Policies 3-120 and 4-120. The College does not discriminate on the basis of sex/gender, race, color, age, creed, national or ethnic origin, physical or mental disability, veteran status, pregnancy status, religion, genetic information, gender identity, or sexual orientation in its employment practices or educational programs and activities. Otero College will take appropriate steps to ensure that the lack of English language skills will not be a barrier to admission and participation in vocational education programs.*