



COMMUNITY COLLEGE
OF RHODE ISLAND

Division of Institutional Equity and Human Resources

POSITION DESCRIPTION

TITLE	Paraprofessional
POSITION NO.	501927
LOCATION	Providence
REPORTS TO	Dean Nursing & Allied / Rehabilitation
GRADE	PSA 8
WORK SCHEDULE	Academic year - Non-Standard: 35 hours per week. Will be arranged by Department Chairperson and is subject to change.
SUPERVISION	
REVISION DATE	April 2014

JOB SUMMARY:

To operate and maintain the audiovisual learning laboratory as an integral part of the Nursing (ADN, LPN, Fire Science, Community Training Center) Program curriculum.

DUTIES AND RESPONSIBILITIES:

- Operate all instructional technology equipment housed in the laboratory including, but not limited to, audio/video cassette recorders, video cassettes and impulsing tapes.
- Conduct audiovisual laboratory orientation sessions for new Nursing students and faculty; assist students and faculty with the use of equipment and proper procedures.
- Provide instruction in the use of multimedia software and web page development.
- Accession and catalog all incoming audiovisual hardware and software; maintain and update catalogs and inventories of all equipment and material including medical supplies.
- Perform basic preventive maintenance, decontamination and repairs on equipment; arrange for major repair work when required.
- Assist faculty with the selection of audiovisual and computer software; notify faculty of available software programs.
- Assist faculty in troubleshooting minor computer hardware and software problems.
- Maintain the cleanliness and order of laboratory rooms and supplies; ensure the proper storage and disposal of hazardous waste materials.
- Maintain related databases and records, including health records of students, certifications, licenses, etc. and prepare reports.
- Assist in preparing departmental publications such as the Nursing Faculty Policy Manual and forms such as clinical evaluation forms, Nursing Care Plans, etc.
- Assist in the budget process, order supplies, maintain inventory of supplies and equipment.
- Enter CPR student status on computer data form.
- Other related duties as required.

LICENSES, TOOLS, AND EQUIPMENT:

- Must have a working knowledge of a wide variety of audiovisual and computer hardware and software.
- Must be able to use and demonstrate the safe use of laboratory equipment and supplies.
- Must maintain the sanitary condition laboratory equipment and supplies.
- Must be able to lift and/or move assorted pieces of laboratory equipment, and audiovisual and computer hardware.
- Position's duties may require travel to one or more of the College's campuses and facilities

ENVIRONMENTAL CONDITIONS:

Position is exposed to chemicals, materials and equipment which may be hazardous if mishandled

REQUIRED QUALIFICATIONS:

- Associate's degree required.
- At least 2 years of experience using a variety of audiovisual and computer equipment required. Or, any combination of education and experience that is substantially similar to the above.

PREFERRED QUALIFICATIONS:

All requirements are subject to possible modification to reasonably accommodate individuals with disabilities.