



TRAINER & INSTRUCTOR I, #WO342
(Working Title: Nursing Laboratory Assistant)
*****WAGE/HOURLY*****

J. Sargeant Reynolds Community College is the third largest community college in Virginia and offers a variety of academic programs and services to the residents of the City of Richmond and five nearby counties. Annually, our three campuses serve approximately 15,000 credit students and provide training for 5,700 students through the Community College Workforce Alliance. During our 46-year history we have educated nearly 350,000 people in the Richmond area and 1 in 4 local working adults has attended Reynolds. Additional information is available at the College's Website: www.reynolds.edu.

Reynolds is seeking applicants who share in its commitment to students and teamwork. The College supports a culture of life-long learning, celebrating its diversity, and recruiting and retaining star quality employees. It is currently seeking applicants for the position of Trainer and Instructor I, Pay Band 3. This position will be assigned to the School of Nursing and Allied Health, Downtown Campus, 700 E. Jackson Street.

TYPE OF APPOINTMENT:	Part-time hourly position without state benefits. Wage employees are restricted to working approximately 29 hours per week, not to exceed 1,500 hours annually.
DUTIES:	The Nursing Laboratory Assistant will order, stock, and manage inventory for all labs. Monitor laboratory equipment to ensure all is within good working condition. Process and maintain all related paperwork for supply and service orders. Daily re-stock and cleanup of all nursing labs to maintain clean and orderly appearance. This position will also provide administrative support to the nursing programs in order to maintain an optimal laboratory experience for Reynolds students.
QUALIFICATIONS REQUIRED:	Working knowledge of basic nursing skills and procedures. Working knowledge of the nursing laboratory operations and applicable equipment and supplies. Working knowledge of current and related software programs in order to effectively assist the nursing students in the laboratory environment. Demonstrated ability to communicate effectively, orally and in writing, with a diverse population of students, staff, and faculty. High school diploma. The selected candidate must be able to pass the college's pre-employment security screening.
QUALIFICATIONS PREFERRED:	Current licensure as a Registered Nurse is preferred.
STARTING SALARY:	Approximate maximum hiring rate of \$20.00 per hour, based on related experience and pre-employment salary.
APPLICATION DEADLINE:	Applications will be accepted until the position is filled.
APPLICATION PROCESS:	To apply for this or any other Reynolds vacant position, please visit the Virginia Jobs website https://virginiajobs.peopleadmin.com .
CONTACT INFORMATION:	Emily Duncan, Recruitment Coordinator Email: employment@reynolds.edu

J. Sargeant Reynolds Community College does not discriminate on the basis of age, color, disability, family medical history or genetic information, military service, national origin, parental status, political affiliation, race, religion, sex (including pregnancy and gender identity), sexual orientation, or any other non-merit based factor in its employment opportunities, programs, services, and activities. Employment-related inquiries regarding the college's nondiscrimination policy should be addressed to: EEO Officer, EEO@Reynolds.edu.