



COMMUNITY COLLEGE
OF RHODE ISLAND

Office of Human Resources

POSITION DESCRIPTION

TITLE:	Paraprofessional
LOCATION:	Nursing Department, Flanagan Campus
REPORTS TO:	Nursing Department Chair
GRADE:	CCRIPSA 8
WORK SCHEDULE:	35 hours per week, to be arranged by Department Chairperson and subject to change.
SUPERVISES:	May supervise student help.
BASIC FUNCTION:	To operate and maintain the audiovisual learning laboratory as an integral part of the Nursing (ADN, LPN, Fire Science, Community Training Center) Program curriculum.

ESSENTIAL 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.

Knight Campus

400 East Avenue, Warwick, RI 02886-1807 P: 401.825.2311 F: 401.825.2345

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 of 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.

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.

CCRI is an Equal Opportunity / Diversity Employer.

All requirements are subject to possible modification to reasonably accommodate individuals with disabilities. Some requirements may exclude individuals who pose a direct threat or significant risk to the health and safety of themselves or other employees.

This job description in no way states or implies that these are the only duties to be performed by the employee occupying the position. Employees will be required to perform any other job-related duties requested by their supervisor

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