

Instructional Technician-Nursing
Cabrillo College

Direct Link: <https://www.AcademicKeys.com/r?job=254364>

Downloaded On: Mar. 14, 2025 9:22am

Posted Mar. 13, 2025, set to expire Mar. 25, 2025

Job Title	Instructional Technician-Nursing
Department	Nursing
Institution	Cabrillo College Aptos, California
Date Posted	Mar. 13, 2025
Application Deadline	03/25/2025
Position Start Date	Available immediately
Job Categories	Lecturer/Instructor
Academic Field(s)	Health Sciences
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Job Description

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Instructional Technician-Nursing

Cabrillo College

Salary: See Position Description

Job Type: Hourly (1%-49%)

Job Number: 2025-01951

Closing: 3/25/2025 11:59 PM Pacific

Location: Aptos, CA

Department:

Instructional Technician-Nursing Cabrillo College

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Nursing

Employment Opportunity

We need **YOU!** Cabrillo College is looking for staff to provide quality programs and services for a diverse student population promoting ever-evolving needs as our students grow toward their individual aspirational goals. Cabrillo is an Hispanic Serving Institution (HSI) with a special focus on enhancing the Latinx student experience. Come join our team, valuing high-level and innovative instruction, support services, a welcoming environment, and helping to change the world one student at a time! Under general supervision, this part-Time (40%, 16 hours per week) 10-months per year **Instructional Technician - Nursing** position performs a variety of standard to difficult instructional program support, and administrative activities in support of the District's Nursing program; performs related duties as required or assigned.

The **ideal** candidate will share Cabrillo's commitment to educating its racially and socioeconomically diverse student population. Cabrillo College serves approximately 11,400 students per term. In the Fall of 2022, 58% of Cabrillo students are members of minoritized populations, identifying themselves as LatinX (51%), Multi Ethnic (5%), Asian (2%), Black Non-Hispanic (1%), Filipino (1%), American Indian/Alaskan Native (<1%) and Pacific Islander (<1%). In 2006, Cabrillo College was designated a Hispanic-Serving Institution, reflecting the great responsibility that the College has to the educational attainment and economic well-being of the surrounding community.

Starting Salary Range: \$27.05 to \$31.32 per hour; plus 5% annual increases up to step 7, maximum initial salary step placement on the [classified salary schedule](#) is step 4. This is a **Part-time (40%, 16 hours per week), 10 months per year assignment.** Work schedule to be arranged. Position scheduled to begin as soon as possible, pending Governing Board ratification. **Cabrillo is unable to sponsor work visas.**

Benefits:

This part-time assignment may not be eligible for insurance-related benefits or PERS retirement benefits. As a classified staff member at Cabrillo College, you will join a vibrant community of professionals and educators working together to provide a positive educational environment where our students experience diverse academic and cultural perspectives.

Examples of Duties

The duties listed below are intended only as illustrations of the various types of work that may be

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performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this class.

- Assists Nursing program students with simulation equipment to reinforce instructor teaching on proper use of equipment and devices.
- Safely operating, maintaining, and demonstrating the safe use of specialized hospital equipment (e.g., IV pumps, suction, and simulation equipment), computer hardware and software, and procedures and processes
- Sets up, installs, maintains, services and arranges for the repair of medical clinic and laboratory equipment for use in classes, workshops, laboratory sessions and supplemental tutoring; ensures all required equipment, materials and supplies are available for classes and other sessions in accordance with instructor requirements.
- Coordinates materials, equipment, facilities, and supplies for classes
- With support from faculty, develops and presents learning materials and instructional exercises to students, individually or in groups; provides training to students and others on the proper and safe use of specialized equipment and devices such as simulation mannequins, monitors, and audio-visual equipment; Prepares purchase orders and maintains an inventory of clinical and office materials and supplies to meet instructional requirements; obtains bids and participates in negotiating prices for specialized equipment and supplies.
- Maintains a safe and sanitary learning environment, and the security of special, technical, or hazardous supplies and equipment for faculty and students.
- Prepares, compiles, collates, maintains, updates, and disseminates instructional materials in accordance with instructors' directions
- Assists in completing and processing various forms, certificates, and other documents
- Schedule, assign, train, coach and review the work of student assistants and provide instruction in safe work procedures.

Other Duties:

- Arranges for the pickup and disposal of sharps and pharmaceutical, biohazardous and infectious waste in accordance with established District and OSHA regulations and procedures.
- Demonstrates sensitivity to and understanding of diverse academic, socioeconomic, cultural, disability, gender identity, sexual orientation and ethnic backgrounds of community college students, faculty and staff.
- Performs related duties as assigned.

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Minimum Qualifications

Education And Experience

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

- An understanding of, and sensitivity to, the diverse academic, socio-economic, ethnic, religious, and cultural backgrounds, disability, and sexual orientation, of community college students, faculty and staff, **AND**
- An equivalent to completion of two years of college with college level, lower division coursework, preferably in the human sciences, computer and information technology, or allied health divisions, **AND**
- Two years of experience in either educational support work which has included interaction with students in a classroom setting, or work in the program area to which assigned. **OR**
- An equivalent combination of training and experience.

Desirable:

- Knowledge of audio-visual, simulation, and/or healthcare equipment.
- Current Cardiopulmonary Resuscitation (CPR) certification.

Knowledge of:

- Principles, clinical procedures, practices, methods and equipment used by nurses.
- Common technologies, materials and supplies used in a learning environment.
- Basic health and safety practices applicable to the Nursing program.
- Applicable laws and regulations governing the Nursing Program including Occupational Safety and Health Administration (OSHA), Centers for Disease Control and Prevention (CDC) and HIPAA regulations.
- Study and learning techniques and strategies applicable to assisting students in the Nursing program at a level necessary to perform assigned responsibilities.
- Hazardous materials management and disposal practices and procedures.
- District policies and procedures governing purchasing and accounts payable activities.
- Modern office practices, procedures and equipment including computers and applicable software

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programs.

- Principles and practices of sound business communications, including correct English usage, grammar, spelling and punctuation.

Skills and Abilities to:

- Convey understanding and empathy for students' learning issues and challenges.
- Explain course materials and concepts clearly and at a level and in a manner that accurately conveys information and supports students in reaching their educational goals.
- Provide day-to-day administrative and technical support to instructors in carrying out their instructional responsibilities
- Accurately, thoroughly and clearly answer students' subject-matter, equipment-use and technology questions or refer to appropriate faculty.
- Provide day-to-day technical support for computer hardware, peripherals and business and specialized equipment and software used in nursing course laboratories.
- Demonstrate safe practices and procedures in the use of specialized medical office equipment, materials and supplies.
- Maintain accurate and up-to-date records, files and databases.
- Maintain the confidentiality of student records.
- Communicate clearly and effectively, both orally and in writing.
- Understand and follow written and oral instructions.
- Operate a computer and use standard business software.
- The ability to work effectively in a fast-paced environment that requires the use of initiative and judgment; coordinating multiple projects and meeting deadlines.
- Establish and maintain effective working relationships.
- Uphold the District's mission, values and objectives including equity and Guided Pathways.
- Support an inclusive work environment that fosters diversity, respect and engagement.

Licenses, Certificates And Other Requirements

A valid California driver's license or ability to access and use alternative transportation.

Additional Information

Application Process:

1. Complete the application with a minimum of three (3) professional references and answer all

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supplemental questions; provide detailed information to aid in determining the minimum qualification requirements have been met. Please include your CPR certification if applicable within your application.

2. Attach resume.
3. (Encouraged, but not required) Attach any relevant certifications and all unofficial transcripts for college coursework completed, if applicable, displaying any degrees conferred (copies, photos, and downloads are acceptable).

Please note: All application materials must be received by 11:59 pm on the closing date indicated above.

Attention Applicants

Only completed applications with the above required documents will be reviewed by the committee. Application materials not required (including cover letters or letters of recommendation) for this position will not be reviewed. Remove personally identifiable information such as personal photos, social security number, birth date, age, and gender from your application materials. Expenses related to the recruitment process are the responsibility of the applicant. **Cabrillo is unable to sponsor work visas.** A position eligibility pool may be established in order to fill other full-time, part-time, or substitute assignments as needs arise.

Questions? Concerns? Please contact HR as Departments, Divisions, and Committee Members are unable to discuss active recruitments with potential candidates.

Selection Procedure

A search committee will review and invite applicants for an interview. Meeting the posted requirements does not guarantee an interview. A written performance exercise and/or presentation may be a part of the interview, and finalists may be invited to return for a second interview. All notifications will be via email, and can also be accessed through your [application profile](#).

Conditions of Employment

Selected candidates given a conditional offer of employment are required to submit tuberculosis screening clearance results, proof of eligibility to work in the United States, and present their Social Security card upon hire (for payroll purposes). Cabrillo is an [E-Verify](#) employer.

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EEO Statement

Cabrillo College is an equal opportunity employer and actively seeks a diverse pool of qualified applicants. The policy of the College is to encourage applications from all persons. No person shall be denied employment because of ethnicity or race, color, sex or gender, gender identity, gender expression, age, religion, marital status, disability, sexual orientation, national origin, medical conditions, status or protected veteran status.

Accommodations

Persons with disabilities who require reasonable accommodation to complete the employment process must notify Human Resources at cabrillohr@cabrillo.edu.

To apply, please visit

<https://www.schooljobs.com/careers/cabrilloedu/jobs/4811964/instructional-technician-nursing>

jeid-0943946b4cece3498a2d0ebbd45b4856

Contact Information

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

Contact

Nursing
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