

Health Occupations Skills Lab Coordinator Cerritos College

Direct Link: <https://www.AcademicKeys.com/r?job=262945>

Downloaded On: Sep. 25, 2025 5:13pm

Posted Sep. 25, 2025, set to expire Oct. 8, 2025

Job Title Health Occupations Skills Lab Coordinator
Department HO Skills Lab Coordinator-25
Institution Cerritos College
Norwalk, California

Date Posted Sep. 25, 2025

Application Deadline 10/08/2025
Position Start Date Available immediately

Job Categories Professional Staff

Academic Field(s) Administration - Other

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Job Description

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Health Occupations Skills Lab Coordinator

Salary: \$93,525.48 - \$112,757.64 Annually

Job Type: Full Time

Job Number: HO Skills Lab Coordinator-25

Closing: 10/8/2025 11:59 PM Pacific

Location: Norwalk, CA

Department: HO Skills Lab Coordinator-25

Division: Health Occupations

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Description

Equity and Diversity

The District is strongly committed to achieving staff diversity and the principles of equal opportunity employment. The District encourages a diverse pool of applicants and does not discriminate on the basis of race, color, national origin, ancestry, sex, age, religion, marital status, disability, or sexual orientation in any of its policies, procedures or practices. In fact, the college encourages applications from all segments of qualified people.

Closing Date

This position will close on October 8th, 2025 at 11:59 PM (or when 150 applications are received, whichever occurs sooner).

College Profile

Cerritos College is ranked 14th among the top 100 schools with the highest Hispanic enrollment in the United States by the United States Department of Education. Cerritos College serves as a comprehensive community college for southeastern Los Angeles County. Communities within the college's district include Artesia, Bellflower, Cerritos, Downey, Hawaiian Gardens, La Mirada, Norwalk, and portions of Bell Gardens, Lakewood, Long Beach, Santa Fe Springs and South Gate. Cerritos College offers degrees and certificates in more than 180 areas of study in nine divisions. Enrollment currently averages 20,000 students. Visit Cerritos College online at <http://www.cerritos.edu>

Department Profile

The Health Occupations Division houses the Child Development, Culinary Arts, Dental Assisting, Dental Hygiene, Medical Assisting, Nursing, Pharmacy Technology, Physical Therapy Assisting, and Speech Language Pathology Assisting Programs and trains students to obtain associate's degrees and certificates in these fields.

***This is NOT a faculty position.**

Summary

Coordinates and supports day-to-day operations of health occupations skills laboratory. Provides in-service demonstrations and technical assistance to students and faculty in the use of the skills lab facility and equipment and feedback to instructors regarding student progress.

Distinguishing Career Features

The Health Occupations Skills Lab Coordinator is a specialized instructional support position requiring clinical skills in nursing and the ability to setup patient care simulations.

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Job Duties

Essential Duties and Responsibilities

- Assists faculty in the use of skills lab facilities and equipment, resources, and applying concepts. Delivers in-service demonstrations to faculty on use of equipment, including new devices. Creates visual displays of hands-on manipulative processes.
- Provides support to lab activities. Reviews course syllabi and schedule, meets with faculty to discuss demonstrations and lab requirements. Identifies shortage of equipment and supplies, ordering materials as needed. Prepares practice packs for students.
- Provides assistance to students in the use of medical equipment and materials and development of clinical skills. Observes students performing specific healthcare skills, provides feedback, suggests additional learning resources to enhance skill mastery, and reinforces safe and best practices.
- Researches advances in equipment and materials and recommends inclusion to the labs. Initiates purchases and upon receipt checks operating condition.
- Maintains lab equipment. Checks working level of equipment, refers to operation manuals and vendor resources to determine maintenance needs and troubleshoot problems. Makes and/or reports needed repairs.
- Sets up and breaks down labs and demonstrations. Evaluates room layouts and number of students, organizes equipment and simulations to consider activity flow, viewing, participation, and foot traffic. Removes and relocates equipment for further use.
- Guides the work of student workers and other instructional support in the setup, cleaning, and removal of lab equipment. Assists faculty by orienting students to equipment.
- Maintains data and prepares reports for Skills Lab use and operations. Documents scheduling of rooms, budgeted expenditures, accidents, and student attendance. ?
- Enhances external resources by maintaining relationships with healthcare organizations. Hosts healthcare meetings, conducts tours of classroom labs and healthcare facilities, and arranges for vendor demonstrations. Talks to local schools, labs and other organizations.
- Maintains a safe and secure learning environment. Assures that labs are orderly and have sufficient containers for disposal of materials. Educates staff on the importance of proper body mechanics and footwear when lifting and moving equipment and patients.
- Enforces procedures for the security of physical inventory and medical supplies.
- Maintains currency in knowledge and skills related to the duties and responsibilities.
- Performs other related duties as assigned.

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Minimum Qualifications

The position requires a Bachelor's Degree in Nursing and one year of experience in an acute care setting. Alternatively, may require an Associates Degree in Nursing and four years of experience in an acute care setting.

Preferred Qualifications

Experience with healthcare skills lab operations, simulation technology, and healthcare supply inventory management and ordering.

Supplemental Information

Knowledge and Skills

Requires specialized professional knowledge of nursing principles, procedures, methods, and protocols. Requires working knowledge of anatomy, physiology, medical/surgical procedures, and pharmacology. Requires working knowledge of the laws, rules, and regulations governing nursing and ancillary healthcare positions in hospital, clinic, and lab environments. Requires working knowledge of a variety of healthcare equipment and materials. Requires knowledge of safe work practices and occupational safety and health (OSHA) requirements for healthcare workers. Requires knowledge of and skill at using computer-aided applications such as those used for documenting patient activity and recording statistics. Requires well-developed human relations skills to work productively and cooperatively with students, staff and to conduct in-service training. Requires sufficient math skills to perform statistical tests. Requires advance writing skills to prepare reports.

Abilities

Requires the ability to perform and demonstrate a full range of professional nursing skills including, but not limited to examination, diagnosis, treatment, first aid, injections, and other invasive procedures. Requires the ability to set up demonstrations for ancillary healthcare occupations such as, but not limited to, radiology, lab, and physical therapy. Requires the ability to prepare professional narrative and statistical reports. Requires the ability to set up, organize, lead, and demonstrate health care services in a clinic environment.

Physical Abilities

Requires ambulatory ability to walk and stand for extended periods of time. Requires the hand-eye coordination, manipulative skills, and precision to perform and demonstrate examinations, tests, and treatments to student patients. Requires the ability to perform occasional lifting and moving of light to moderately heavy (less than 50 pounds) objects. Requires and visual acuity to read and observe

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patient symptoms. Requires auditory ability to project voice to a small group and to carry on conversations in person and over the phone.

Licenses and Certificates

May require a valid driver's license. Requires an active Registered Nurse License, a First Aid Card, and BLS certificate.

Working Conditions

Work is performed indoors where safety considerations exist from physical labor and exposure to sharp objects and blood borne pathogens.

Salary/Fringe Benefits

Grade 48 on District Classified Salary Schedule (\$7,793.79 - \$9,396.47/month).

Health and welfare benefits include District contribution for medical/dental/vision benefits and employee life insurance (\$50,000). (Cash in lieu option available on medical insurance.)

Participation in the Public Employee's Retirement System that is also integrated with Social Security.

Selection Procedure

After the application closing date, a search committee will review and invite the most qualified applicants for an interview. As these are highly competitive positions, meeting the minimum requirements does not guarantee an interview. If you have questions or would like to follow-up regarding your application, please contact Human Resources at HR@Cerritos.edu as search committee members are unable to discuss specific recruitments.

Conditions of Employment This is a full-time, 12-calendar month classified position.

Hours of employment are generally Monday thru Friday 8 am to 5 pm, with some flexibility as needed for Division events.

Initial placement of employees on Classified Salary schedule is at Step 1. After six months of successful probationary employment, employee is placed at Step 2.

Employment is to be effective as soon as possible following completion of the selection process.

Individual who is offered employment shall be required to obtain fingerprints for a criminal history

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clearance through the State Department of Justice and remit the required fee for processing the fingerprints, Federal Bureau of Investigation (no fee if obtained at Cerritos College Campus Police Station), produce an original social security card, and submit negative TB test results (must be within the past four years or within the last 60 days if not previously employed in a school district in California) before employment.

Candidates must be able to provide proof of California residency prior to employment.

Proof of eligibility to work in the United States and signing of loyalty oath per Government Codes 3100-3109.

****Please note - the District does not provide for immigration sponsorships such as H1B Visas.**

Application Procedure

Application materials must be submitted by the closing date. Applicants who need special services or facilities due to disability in order to apply or interview for this position must notify Human Resources at the time of application or at least 72 hours prior to the closing date or date of a scheduled interview.

It is the applicant's responsibility to provide copies of all transcript(s) verifying all educational degree(s) and/or coursework required for the position. Transcripts must be from regionally accredited institutions. A foreign transcript must be evaluated by a NACES certified agency. The website address is www.naces.org.

Required Documents

1. Cover Letter
2. Resume/Curriculum Vitae
3. Copy of Unofficial Transcripts (Must show all coursework completed and the conferral date of the degree) OR High School Diploma if applicable
4. RN License
5. First Aid Card
6. BLS Certificate

To apply, visit <https://www.schooljobs.com/careers/cerritosedu/jobs/5005990/health-occupations-skills-lab-coordinator>

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The District ensures that all qualified applicants for employment and employees have full and equal access to employment opportunity, and are not subjected to discrimination in any program or activity of the District on the basis of national origin, religion, age, sex or gender, race, color, medical condition, ancestry, sexual orientation, marital status, veteran status, physical or mental disability, or because he or she is perceived to have one or more of the foregoing characteristics, or based on association with a person or group with one or more of these actual or perceived characteristics. .

Contact Information

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

Contact

HO Skills Lab Coordinator-25
Cerritos College

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