



ALVERNO COLLEGE
ESTABLISHED 1887

Non-Exempt Position Description

Position Title: Nursing Laboratory Assistant

Date: April 2026

Department: Nursing

Status: Part-time without benefits; non-Exempt

Location: Milwaukee, WI

Salary: Negotiable

Reports To: CLC Manager

Schedule: Flexibility required

Primary Function:

Provide support to the faculty, clinical skills teaching assistants, simulation facilitators, lab monitors, and students of the JoAnn McGrath School of Nursing and Health Professions (JMSNHP) in the Clinical Learning Center (CLC), under the direction of the Manager of the CLC.

Principal Responsibilities

- Inventory, stock, set up, and take down supplies and equipment for classes, practice sessions, and simulations
- Schedule skills validations, simulations, and other appointments for students and faculty
- Maintain a clean, well-organized, and safe learning environment in the skills laboratory, and simulation and skills practice rooms
- Maintain systems that initiate, coordinate, process, and follow-up on tasks and documents
- Establish effective working relationships within the JMSNHP
- Comply with OSHA and other safety and regulatory standards
- Participate in CLC and departmental meetings, as required

Qualifications

- Minimum education requirement: High School diploma or GED
- Current unencumbered WI license/certification as a medical assistant, nurse's aide, practical nurse, or RN (preferred)
- Prior experience in healthcare or a college nursing skills laboratory setting (preferred)
- Effective verbal and written communication skills; ability to effectively interact with a diverse population of students and faculty

- Basic computer skills (Microsoft Office, email, internet, etc.) and the ability to operate equipment and technology that support clinical nursing education
- Strong organizational skills and the ability to multi-task, prioritize, work with frequent interruptions, work independently, and be self-motivated.
- Must have strong problem-solving skills and have the ability to professionally respond to variations in schedules and plans.
- Demonstrated respect for the uniqueness of individuals

Physical Requirements (ADA-Compliant)

The physical demands described here are representative of those required to successfully perform the essential functions of this position. Reasonable accommodations may be provided in accordance with applicable law.

- Capable of sitting and standing for prolonged periods of time.
- Ability to reach with arms and frequently use hands and fingers for detailed work with lab tools and materials.
- Frequent use of a computer, keyboard, and telephone.
- Ability to communicate effectively in person and via electronic means.
- Ability to freely move throughout the laboratory and campus facilities as needed.
- Ability to lift up to 50 pounds, including manikins and other laboratory equipment.
- Must be able to speak and hear; and close and color vision required.

Working Environment

- Environment includes clinical nursing skills laboratory and simulation center
- Regular interaction with students, faculty, and staff.

How to Apply

Apply on-line at <https://www.alverno.edu/jobs/apply/login.php>
Please attach your cover letter and resume to the on-line application.

In accordance with the Americans with Disabilities Act (ADA), Alverno College will provide reasonable accommodations to qualified individuals with disabilities. If you require accommodations during the application or interview process, please contact HR@alverno.edu.