

COLLEGE LABORATORY ASSISTANT 1 – NURSING CLA
ITASCA Campus

Seasonal, Part-Time – AFSCME

Minnesota North College – Itasca Campus is seeking to fill the Seasonal, Part-Time (.375 FTE) position of CLA1 – Nursing.

The CLA1 – Nursing position exists to assist students and faculty in the Minnesota North College nursing programs with laboratory and simulation practice, exercises or assignments; working directly with students in the nursing programs; assist faculty with preparation and implementation of laboratory exercises and simulation scenarios. Additional responsibilities include proctoring tests for nursing students and pre-nursing students, as necessary, for the Accessibility Services Office.

Work Location: Itasca Campus

Work Hours: Monday – Friday, Hours: 8:00 am – 2:30 pm

Salary Range: \$20.89 - \$28.78 hourly

GREAT BENEFITS PACKAGE! *Includes low cost medical and dental insurance, employer paid life insurance, short- and long-term disability, pre-tax flexible spending accounts, retirement plan, tax-deferred compensation, generous vacation and sick leave, and one floating holiday and 11 paid holidays each year. Learn more at: <https://mn.gov/mmb/seqip/>*

Application Procedure:

Candidates with professional or lived experience in engaging diverse communities in their professional career are especially encouraged to apply.

Please upload the following information with your Workday application:

- Cover letter
- A current resume
- A list of three professional references with contact information

DEADLINE TO APPLY: May 19, 2026 at 12:01 am (11:59 pm on 05/18/2026)

- **Internal Applicants:** All current college system employees will need to log in to the career site in Workday to apply for a position. Employees may also search for "Browse Jobs - Employees" in Workday via the search bar at the top to view open positions.
- **Please use Job Requisition #: JR0000004843**

Qualifications:

The following qualifications are required of all applicants seeking consideration for this position. Only applicants whose application materials clearly demonstrate fulfillment of each of these minimum qualifications will be considered for the position:

Minimum Qualifications

- Post-secondary or industry certificate/diploma/degree or relevant credential in Nursing and One year of teaching/tutoring experience at the high school level or above, or an equivalent combination of education and work experience.
- Effective written and verbal communication skills.
- Ability to organize, prioritize and meet deadlines on simultaneous projects.
- Ability to act independently and make decisions accordingly.
- Commitment to diversity as well as a demonstrated ability to work successfully with persons of diverse backgrounds including sensitivity to their needs and concerns.
- Strong interpersonal/human relation skills.

Preferred Qualifications

- Bachelor of Science in Nursing.
- Experience with simulation equipment.
- Human relations skills to assist, motivate, and encourage students from a variety of ethnic, cultural, academic, economic, and social backgrounds.
- Experience within Minnesota State Colleges & Universities.
- Experience teaching in the classroom and/or clinical either at the AD or PN nursing level.
- Strong troubleshooting abilities related to minor repairs of hardware and software.
- Ability to plan effectively in the keeping of inventory and maintenance of laboratory review and supply systems.
- Knowledge of methods of handling and disposing of bio-hazard agents.
- Organizational abilities with attention to detail.

For questions regarding this posting, please contact Donna Hoag, HR: donna.hoag@minnesotanorth.edu

Minnesota North College is comprised of six campuses including Hibbing, Itasca, Mesabi Range (Eveleth and Virginia), Rainy River, and Vermilion. Our campuses are rooted in their communities' rich histories of providing access and opportunity to higher education across northern Minnesota for over 100 years. We are committed to our role as leaders in education, partnering with local schools, business and industry, and government to create opportunities for students and the region.

We look forward to continuing to serve our students, employees, and communities long into the future, and we hope you choose to *Head North* and join us as an employee for Minnesota North College!

Minnesota North College recognizes and values the importance of diversity and inclusion in enriching the employment experience of its employees and in supporting the academic mission. MN North is committed to attracting and retaining employees with varying identities and backgrounds.

Minnesota State Colleges and Universities is an Equal Opportunity employer/educator committed to the principles of diversity. We actively seek and encourage applications from women, minorities, persons with disabilities and veterans. All applicants must be able to lawfully accept employment in the United States at the time of employment. This document can be made available in alternative formats such as large print, Braille or audio tape by calling Charlotte Peterson, Vice President of Human Resources (218) 550-2502. AA/EO, Veteran Friendly.

MINNESOTA STATE COLLEGES AND UNIVERSITIES
Minnesota North College- Itasca

Employee Name:	Position Control Number:
Department/Division: Nursing	Classification Title: College Laboratory Assistant 1
Prepared By: Bart Johnson/Lynette How	Working Title: Nursing CLA
<input checked="" type="checkbox"/> Non-Exempt <input type="checkbox"/> Exempt: <input type="checkbox"/> Executive <input type="checkbox"/> Professional <input type="checkbox"/> Administrative	<i>If Exempt, attach required documentation</i>
<input type="checkbox"/> Unlimited <input checked="" type="checkbox"/> Seasonal <input type="checkbox"/> Temporary <input type="checkbox"/> Limited	If seasonal, list months during the season worked. August through May with less time over the December holiday time period between semesters.
Full-time <input type="checkbox"/> Part-time <input checked="" type="checkbox"/> Intermittent <input type="checkbox"/> Percent if not full-time: 37.5 %	Date Prepared: 4/18/26

This position description accurately reflects my current job.		This position description reflects the employee's current job.	
Employee Signature	Date	Supervisor Signature	Date

POSITION PURPOSE

This position exists to assist students and faculty in the Minnesota North College nursing programs with laboratory and simulation practice, exercises or assignments; working directly with students in the nursing programs; assist faculty with preparation and implementation of laboratory exercises and simulation scenarios. Additional responsibilities include proctoring tests for nursing students and pre-nursing students, as necessary, for the Accessibility Services Office.

PRINCIPLE RESPONSIBILITIES AND RESULTS

1. **Serves as the Simulation Lab Assistant for the nursing Simulation Centers and other lab spaces.**
 - a) Assists nursing faculty and the Director of Nursing in preparing appropriate and effective healthcare scenarios for human patient simulation equipment. This includes: programming simulators, designing simulation scenarios, building simulated patient charts, preparing scenario props, and operating simulators for specific patient situations.
 - b) Operates media equipment with knowledge of simulators.
 - c) Uses evidenced based practice to learn and update skills as needed for simulations improvements, technology improvements, and for delivering high quality simulation scenarios.
 - d) Assists Director of Nursing with maintaining schedule of the Itasca campus Simulation Centers and lab spaces.
 - e) Communicates with individual nursing faculty about the implementation of lab objectives and simulations. Communicates with faculty, students, and outside agencies regarding the hours and availability of simulations and practice labs.
 - f) Interacts with Administration, Faculty Nursing Program Director and nursing faculty at regularly scheduled faculty/ curriculum/ nursing department meetings.
 - g) Attends meetings and open houses with outside agencies as available.

Priority: Essential Percent of Time: 60%

2. **Assists faculty, students, and outside agencies in the proper usage of simulators and smart media.**
 - a) Collaborates with faculty and outside agencies in the design, preparation and operation of a simulation.
 - b) Collaborates with the Faculty Nursing Program Director in coordinating usage of the Simulation Lab by outside agencies.
 - c) Works with Nursing Program Director to maintain safety and security simulation procedures.

Priority: Essential Percent of Time: 30%

3. **Ensures that sufficient quantities of supplies and working equipment are available within the simulation and practice labs so that practice, demonstration and testing of nursing skills can be properly conducted.**
 - a) Assists the Nursing Department with equipment and supply maintenance including receiving and processing incoming equipment and supplies.
 - b) Maintains repairs of equipment and simulators including contacting vendors as needed.
 - c) Secures and safely transports/disposes of biohazard items.

Priority: Essential Percent of Time: 5%

4. **Perform other duties as assigned to ensure the smooth functioning of the department and maintain the reputation of the organization as a viable business partner.**

Priority: B Secondary Percent of Time: 5%

KNOWLEDGES, SKILLS, AND ABILITIES

Minimum Qualifications

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- Effective written and verbal communication skills.
- Ability to organize, prioritize and meet deadlines on simultaneous projects.
- Ability to act independently and make decisions accordingly.
- Commitment to diversity as well as a demonstrated ability to work successfully with persons of diverse backgrounds including sensitivity to their needs and concerns.
- Strong interpersonal/human relation skills.

Preferred Qualifications:

- Bachelors of Science in Nursing.
- Experience with simulation equipment.

- Human relations skills to assist, motivate, and encourage students from a variety of ethnic, cultural, academic, economic, and social backgrounds.
- Experience within Minnesota State Colleges & Universities.
- Experience teaching in the classroom and/or clinical either at the AD or PN nursing level.
- Strong troubleshooting abilities as they relate to minor repairs of hardware and software.
- Ability to plan effectively in the keeping of inventory and maintenance of laboratory review and supply systems.
- Knowledge of methods of handling and disposing of biohazard agents.
- Organizational abilities with attention to detail.

RELATIONSHIPS:

This Position Reports to:

Vice President of Academic and Student Affairs with work direction primarily from the Nursing Director and the Nursing Site Coordinator on the Itasca Campus.

Supervises: None

Internal and External Clientele and Purpose of Contact:

Minnesota North College Faculty, Staff and Students
Clinical Partners

PROBLEM SOLVING:

The employee deals with issues or problems that often require thoughtful reasoning before coming up with approaches or solutions. The search for solutions may be accomplished relatively quickly. However, the search may require more study based on standards or approaches defined by management or the proper professional/technical discipline. The employee has the ability to be visionary and think globally regarding students' needs.

FREEDOM TO ACT

Budget: N/A

Decision(s) Position Makes and Decision(s) Referred to Higher Authority

Works independently, assumes responsibility and exercises initiative in area of assignment.

All employees must comply with department and institution procedures and policies, Minnesota North College policies and procedures, as well as local, state and federal laws, regulations, guidelines and business and industry standards.

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