**Title of Position:**  Pharm Tech-Commons Lab Assistant

**Division/Department:** CD&H

**Job Duties**

* Opens and closes lab as instructed ensuring equipment is returned, work area tidied and computers shut down
* Clarifies instructions provided in student lab manuals
* Directs students to computers and learning resources within the health commons
* Reframes previously taught lab material and refers questions beyond a basic level to technologist or
* Faculty
* Reports any problems of concern to full time staff (equipment in need of repair)
* Completes shift log at the end of shift

**Qualifications**

* Must be enrolled in the Pharmacy Technician program and studying in second, third or fourth semester
* Must hold standard CPR and first aid
* Must be in good academic standing, and have an overall 70% standing
* Must demonstrate competency in successful completion of semester one
* Must demonstrate an interest in helping others
* Must provide one letter of recommendation from faculty in their current program of study
* Must participate in a brief orientation session and ongoing staff training
* Copy of class schedule required with application a brief orientation session and participate in ongoing staff training

 **Additional Information ie special equipment or travel**