Monroe Community College, a member of the League for Innovation in the Community College, invites applications for the following full-time position:

TECHNICAL ASSISTANT – EMS SUPPORT
EMS

Function of Position:
The Technical Assistant - EMS Support, under the supervision of the EMS Education Manager, supports EMS education through material resources. Primary responsibilities are related to the proper maintenance, delivery, and control of EMS education materials. This position will also be responsible for specific educational support activities at the PSTF. As a member of the Training Center's professional staff, the Technical Assistant participates on a multidisciplinary team dealing with public safety training and education issues.

Examples of Duties & Responsibilities:
• Ensure that appropriate training materials, equipment and supplies are available for all Training Center EMS courses. This includes specifying, requisitioning, maintenance, cleaning, and distribution of audiovisual and skills training equipment.
• Maintain a collection of audiovisual and print resources to support EMS education.
• Ensure that all programs are administered according to the NYS Department of Health or other regulatory organization equipment requirements.
• Meet with the instructors of various courses to insure timely and effective instructional material support. Assist instructors in developing proficiency with educational materials.
• Coordinate instructors, equipment and other resources for certain health related training courses such as CPR, First Aid or EMS Certification courses.
• Assist with the administration of New York State certification practical skills and written examinations. This will require periodic temporary adjustment of work hours to include evenings and weekends.
• Supervise part-time employees or other assistants in completion of these duties.
• Make deliveries and pickups of equipment at off site locations including operation of College motor vehicles.
• Schedule routine maintenance and repair of PSTF delivery vehicles.
• Participate as a member of an educational development and delivery team.
• Perform other functions that may be assigned by the Manager of EMS Education.

Required Qualifications:
• This position requires an individual with ability to use a systems approach for both short and long term tasks.
• Proven organizational skills and attention to detail.
• Ability to complete tasks independently and solve problems.
• Associates degree from an accredited institution.
• New York State Certified First Responder or higher certification OR similar knowledge of medical care equipment.
• Proficiency with technology and computer literacy.
• Ability to maintain a customer focus.
• Current NYS Driver's License and ability to meet and maintain College driving requirements for operation of College vehicles.
• Ability to lift and carry EMS training equipment. EMS training equipment items can weigh up to 100 pounds.
• Required to demonstrate the ability to proficiently track, maintain and acquire an inventory of diverse items.
• Commitment to supporting an inclusive environment on campus. Evidence of respect for and understanding of people with diverse backgrounds, abilities, and needs.
• Evidence of commitment to the philosophy of a comprehensive community college.
• Obtain American Heart Association Basic Life Support Instructor certification within 12 months of appointment.

Preferred Qualifications:
• Ability to make repairs to EMS training equipment.
• Demonstrated ability to use Microsoft Access, Excel, and Outlook.

Monroe Community College is a unit of the State University of New York. It is the policy of the University and of this College not to discriminate on the basis of sex, race, color, religion, national origin, disability, age, marital status or sexual orientation in admissions, employment, and treatment of students and employees in any educational program or activity. To review special instructions and apply, please go to https://jobs.monroecce.edu. Please submit all requested documents by September 10, 2009.