



## Summer Internship Program May 26, 2020 - August 7, 2020 Job Description

**Department Name:** Nursing  
**Intern's Supervisor:** Jennifer Chaye  
**Timesheet Approver:** Jennifer Chaye  
**Assignment Location/Campus:** Metropolitan Campus, 2900 Community College Ave., Cleveland, OH  
**Job Category (Select up to 2):** Healthcare/Laboratory  
**Number of Openings:** 2 **Work Schedule/Hours:** Tuesday & Wednesday, 11:00 a.m. - 4:00 p.m.  
**Internship Duration:** 10 Weeks  
**Internship Dates (Start/End):** May 26, 2020 / August 7, 2020

**Department Description:** (e.g. mission statement, department responsibilities)

The Division of Nursing's mission is to provide our students with a high quality, accessible and affordable career-oriented educational opportunity, as they prepare to begin their careers as nurses. The Division is committed to extending these educational opportunities to a non-traditional student body. Upon successful completion of either the Licensed Practical Nursing (LPN) or Associate Degree Nursing (ADN) programs, our students are eligible to sit for the National Council Licensure Examination (NCLEX) to become either a Licensed Practical Nurse or Registered Nurse. Students who pass their NCLEX examination have a multitude of entry-level nursing positions they can assume.

**Job Responsibilities:** (e.g. functions and/or projects)

- Assist with maintenance of nursing skills lab equipment
- Assist with preparation of simulated blood for Practice IV Arms and Central Line access ports
- Assist with inventory/restocking of supplies
- Assist with cleaning of equipment
- Assist with maintenance of practice medication carts (i.e. checking expiration dates, restocking practice medications per each patient)
- Assist with refilling of IV bags with distilled water

**Required Qualifications:** (e.g. declared major; specific coursework; competencies, knowledge, skills, and abilities)

- Health Career major
- Ability to lift up to 25 lbs
- Ability to bend and twist
- Strong communication skills

**Preferred Qualifications:** (e.g. declared major; specific coursework; competencies, knowledge, skills, and abilities)

- Interested in entering Licensed Practical Nursing or Associate Degree Nursing program
- Strong interpersonal skills