

Term	May 1, 2026 – August 31, 2026
Commitment/Hours	<ul style="list-style-type: none"> • 2-35 hours weekly, based on lab operations and academic availability • Monday through Friday, flexible hours • Must be available for evenings, and the occasional weekend shifts
Rate	2025-2026 Work Study rate is \$17.20 per hour plus 4% lieu of benefits <i>Rate will be adjusted if required for 2025-2026</i>
Requirements	<p>Current enrolment as a:</p> <ul style="list-style-type: none"> • 3rd year School of Nursing students @ Queens University • Must hold a <u>current QHS Sim Lab Assistant Casual position</u> <p><i>*Work study eligible students will be considered first in the application process</i></p>
Location	<p>On Queen's campus:</p> <p>Labs occur at 15 Arch Street & 31 George Street</p>
Duties & Responsibilities	
<ol style="list-style-type: none"> 1) Setting up the lab environment for: <ul style="list-style-type: none"> • <u>Scheduled Labs</u> <ul style="list-style-type: none"> ○ Preparing/moving equipment within the lab and between lab sites ○ Following directions to ensure lab stations are stocked with appropriate equipment, paperwork, supplies and medications • <u>Practice Labs</u> <ul style="list-style-type: none"> ○ Retrieving and setting up supplies based on student and/or instructor request • <u>OSCE Testing</u> 2) General laboratory maintenance: <ul style="list-style-type: none"> • Cleaning and tidying before, during and after lab sessions • Restocking supplies within storage areas • Labelling and preparing simulated medications for lab use • Ensuring all equipment is put away properly and ready for next use • Receiving and processing new stock (unpacking, counting, labelling, and storing) 3) Operating simulation equipment: <ul style="list-style-type: none"> • Changing vital signs and symptoms of the manikin based on pre-set states or at the direction of the instructor/sim tech • Acting in scenarios to facilitate simulation activities/voicing the manikin behind one-way glass 4) Documenting supply needs, technical issues and questions for the Experiential Learning Center Team 5) Sim Lab Coordinator Roles <ul style="list-style-type: none"> • Orientation & Mentorship of new LAs with Sim Education Consultant's guidance • Continued QHS shared space work as guided by Experiential Learning Team • Support various QHS programming in all Experiential Learning Spaces 6) Assisting with special events and school functions as needed: <ul style="list-style-type: none"> • Tours - Homecoming, Fall Preview, Discovery Day, Highschool education sessions 7) Other duties as assigned by Experiential Learning Center team <p><i>*May occasionally be required to move heavy objects (i.e., equipment, hospital beds, supplies, boxes, chairs/tables</i></p>	

Special Skills & Abilities

- A demonstrated ability to balance employment and coursework is considered a strong asset
- Experience in a similar environment/role is considered an asset
- Thoughtfulness, tidiness, and eagerness to learn
- Proactive, flexible, and energetic
- High attention to detail
- Strong problem solving and critical thinking skills
- Takes initiative and works well independently and as a member of a team
- Able to follow verbal and written instructions carefully
- Can determine work priorities within established deadlines
- Ability to use various technology interfaces (Microsoft including Teams, Outlook, Manikin software)
- Ability to assess situations and escalate issues to appropriate Experiential Learning Team members for support

Successful candidates may be invited to extend their positions into subsequent terms if an excellent work ethic is consistently demonstrated.

Application Procedure

Please send the following to **Codi Reeves**, SON Human Resources

@ nurs.hr@queensu.ca

1. **Cover Letter:** Please note your general availability in your cover letter, particularly the number of hours you are available in July and August 2026.
2. **Resume – including 2 professional references**
3. **Spring & Summer 2026 Schedule:** (if available)
 - Indicate any class/lab schedule details you are aware of to date
 - Advise of any additional commitments and/or responsibilities that would affect your availability (teams, clubs)
4. **Please list and provide detail of your experience/comfort with the following:**
 - Microsoft systems including Teams, Excel, Outlook, Canva
 - Medical consumable equipment (syringes, IV equipment)
 - Simulation equipment (manikins, LEAP & UNI software, task trainers, IV pumps)
5. **Work study eligibility** - As part of your application process you must provide proof of eligibility for work study entitlement (email or screenshot from Solus is acceptable)
<https://www.queensu.ca/registrar/financial-aid/application-required/current-students/work-study>

Application Deadline: Friday, February 20, 2026

We thank all applicants for their interest, however only those candidates selected for interviews will be contacted.

Queen's University has policies in place to support its employees with disabilities, including an Accommodation in the Workplace Policy and a policy on the provision of job accommodations that consider an employee's accessibility needs due to disability. The University will provide support in its recruitment processes to applicants with disabilities, including accommodation that consider an applicant's accessibility needs. If you require accommodation during the interview process, please contact Codi Reeves @ nurs.hr@queensu.ca.