Position: Simulation Program Assistant
Department: The Valley Foundation School of Nursing at San Jose State University
Hiring Range: $53,976 - $59,176 per annum
Exempt Status: Non-Exempt
Appointment: Full-time benefitted

Position Statement

The Simulation Program Assistant, (SPA) provides administrative and technical support of The Valley Foundation School of Nursing (TVFSoN) clinical simulation facilities to ensure optimal operations under the direction of the Clinical Simulation Program Coordinator and the School of Nursing Director. As the school's website support specialist, the SPA will update and maintain the website for TVFSoN.

Technical Duties and Responsibilities: (70% of responsibilities)
The SPA will be responsible for the functioning, operation and support of all computers and equipment in the Simulation Facility. This equipment includes all simulators, the EMS digital audio-visual system (DAVS) and the server-based recorders. The SPA will manage all manikin-based and standardized patient simulation activities in collaboration with the Program Coordinator and Program Manager. The simulation activities involve operation and troubleshooting of the computer systems and the DAVS digital audio-visual recording system.
The SPA will be responsible for the maintenance of all simulators as well as computer hardware, software and networking equipment. These duties may require interface with CASA tech support and UCAT personnel. The SPA will need to communicate with EMS customer service personnel as well as simulation vendors (Laerdal® and Gaumard®) for upgrades or troubleshooting equipment. Clinical or medical background is preferred but not required.

Under general supervision, provide website development, maintenance and oversight for the School of Nursing website. Assist in conceptualization and implementation of design elements and ensure that the website meets usability requirements. Update current website and monitor all hypertext links and ease of navigation.

Administrative Duties and Responsibilities: (30% of responsibilities)
- Coordinate with other simulation lab personnel in the purchase of resources, supplies, props, technology, and multi-media equipment.
- Maintain an accurate inventory record of all supplies, materials, and equipment for the simulation and skills lab.
- Provide administrative assistance for simulation research activities.
- Compile statistical data and generate reports.
- Provide administrative assistance in the production of written materials regarding the simulation lab such as reports, protocols, information brochures, handouts and manuals.
- Input student data and scheduling requests into the Educational Management Solutions (EMS) system.
- Maintain student and volunteer databases for simulation and skills labs.
- Maintain and post schedule for simulation labs.
- Maintain materials fee database for simulation labs.
- Maintain the repair and maintenance record of equipment.
- Coordinate warranty repairs with equipment vendors.
- Cooperate with faculty, staff, and students to achieve efficient methods of accomplishing weekly, monthly and yearly curricular goals.
- Assist simulation and skills faculty with other duties as needed.
- Other duties as assigned.
Qualifications:
The ideal candidate will possess the following knowledge, skills and abilities:

- Manage multiple projects.
- Must be able to work under pressure and meet deadlines.
- Demonstrated knowledge of English grammar, business writing, punctuation, and spelling.
- Excellent customer service and public relations skills. Expert interpersonal skills including strong skills to work with internal and external constituents.
- Ability to effectively establish and maintain cooperative working relationships within a diverse multicultural environment.
- Demonstrated ability to work cooperatively with others.
- Advanced knowledge of multiple software application packages.
- Experience with PCs in terms of operation, installation, configuration and hardware/software applications.

Desired qualifications:

- Familiarity with audio video systems including: recording video capture, basic hardware functionality and processing.
- Familiarity with mechanical and electrical repairs.
- Knowledge of, or ability to learn, installation, configuration, operation and troubleshooting of medical equipment and medical simulators.
- Skills to troubleshoot and investigate operational difficulties with medical, computer and/or AV equipment.
- Demonstrated attention to detail and ability to support and comply with departmental policies and procedures.
- Demonstrated ability to work independently.
- Demonstrated ability to problem solve simulation production issues.

Education and Experience

To perform this job successfully, the ideal candidate must be able to perform each essential function satisfactorily.

- Minimum Associate’s degree or equivalent (prefer candidates with medical background, electronics or IT experience) and/or two years related experience.

Application Procedure

To apply for this position, please submit a cover letter and resume to: colleen.oleary-kelley@sjsu.edu

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