

**POSITION DESCRIPTION**

<b>Position Title:</b>	<b>Simulation Program Coordinator</b>
<b>Department:</b>	<b>The Valley Foundation School of Nursing at San Jose State University</b>
<b>Reports To:</b>	<b>Lisa Rauch</b>
<b>Hiring Range:</b>	<b>\$30 - \$35 per hour</b>
<b>Exempt Status:</b>	<b>Non-Exempt</b>
<b>Appointment:</b>	<b>Part-time Benefited (Spring &amp; Fall Semesters)</b>
<b>Posting Date/Period:</b>	<b>04.26.24 till filled</b>

The Tower Foundation of San Jose State University is SJSU’s foundation dedicated to philanthropy. Established in 2005, it is responsible for stewarding the university’s endowment, building a culture of philanthropy among its alumni and providing the highest quality service to the university community.

**POSITION STATEMENT**

The part time Simulation Program Coordinator is an academic professional, non-tenure track faculty position (24 hours per week) during academic periods. This position requires coordination and oversight of the operation of high and medium fidelity technology to ensure safe and effective use of the simulation equipment in the simulation labs including setting up simulation experiences, conducting simulation, evaluating the students experience, and providing guidance to faculty as needed.

In addition, the coordinator provides administrative and technical support of The Valley Foundation School of Nursing clinical simulation facilities to ensure optimal operations in conducting in person simulation in different labs, Collaborating with the simulation and skills lab administrative assistant for scheduling simulation activities and hosting simulation lab tours.

**Administrative Duties & Primary Responsibilities (60% of responsibilities)**

- Works collaboratively with faculty to design, plan, implement, and evaluate simulation education lab activities which support student learning outcomes, including set up and turnover of labs.
- Provide administrative assistance in the production of written materials regarding the simulation labs such as reports, protocols, information brochures, handouts, and manuals.
- Provides instructional support in the simulation lab for students and faculty to improve competencies and skills in meeting course objectives through simulation.
- Aid with simulation research activities.
- Compile statistical data and generate reports tracking simulation activities including number of students, faculty, visitors. video release forms; videotapes of simulation events.
- Maintain simulation files and semester reports for department.
- Ensure all lab equipment is safe and in working order.
- Coordinate simulation lab tours.
- Coordinate with other simulation lab personnel simulation session scheduling.
- Other duties as assigned.

**Technical Duties & Responsibilities (10% of responsibilities)**

- Coordinate with other simulation lab personnel in the purchase of resources, supplies, props,

technology, and multi-media equipment.

- Coordinate the functioning, operation and support of *all* computers and equipment in the Nursing Simulation lab facility. This equipment includes the CAE server-based recorders.
- Troubleshooting of the computer systems and the CAE digital audio-visual recording system.
- Interfacing with CHHS tech support as needed.

### **Qualifications:**

The ideal candidate will possess the following knowledge, skills, and abilities:

- At least 3-5 years of experience as a Registered Nurse in the clinical setting.
- Current unrestricted license as a registered nurse in California.
- CHSE certification or willingness to participate in training within 6 months of hire.
- Possess the skills and ability to train the students, faculty in simulation equipment.
- Skills in acute care, previous experience in simulation techniques, and excellent knowledge and understanding of human pathophysiology.
- The ability to facilitate laboratory resources, including human patient simulation equipment and supplies, for internal and external stakeholders.
- Strong skills in the application of technology
- Excellent organizational, intrapersonal and communication skills
- Work effectively as a team member.
- Identification with the educational mission and values of the University and Nursing program
- Demonstrated knowledge of English grammar, business writing, punctuation, and spelling
- Ability to effectively establish and maintain cooperative working relationships within a diverse multicultural environment.
- Experience with PCs in terms of operation, installation, configuration, and hardware/software applications.
- Demonstrated ability to work independently, manage projects and prioritize tasks.

### **Education & Experience**

- Hold a minimum of a bachelor's degree in nursing.
- One to two years related recent simulation experience.

### **SUPERVISORY RESPONSIBILITIES**

This position has no supervisory responsibilities.

### **Working Environment:**

The Valley Foundation School of Nursing has 5 simulation labs including a medical surgical, obstetrics, pediatrics, FNP and community apartment. The noise level in the work environment is moderate. The coordinator's office is located within the lab space. Ancillary rooms include: control rooms, supply rooms and student conference rooms used for streaming video of simulation in progress.

### **APPLICATION PROCEDURE**

To apply for this position, please submit a cover letter and resume to:  
Lisa.Rauch@sjsu.edu

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***Tower Foundation is not a visa sponsoring organization.***

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