

POSITION DESCRIPTION

Position Title:	Simulation Program Coordinator
Department:	The Valley Foundation School of Nursing at San Jose State University
Reports To:	Lisa Rauch
Hiring Range:	\$60 per hour
Exempt Status:	Non-Exempt
Appointment:	Part-time (Spring & Fall Semesters)
Posting Date/Period:	08/04/2026 till filled

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

TVFSON operates five state-of-the art simulation labs: medical-Surgical, Obstetrics, Pediatrics, Family Nurse Practitioner, and a Community Apartment - equipped with high and medium fidelity simulators. Scenarios are run with the assistance of a lab tech to *enhance* clinical experiences.

The part-time Simulation Program Coordinator is an academic professional, non-tenure track faculty position (24 hours per week) during academic periods. As Simulation Program Coordinator, you will be at the center of simulation experience: designing scenarios grounded in real clinical situations, operating the technology that brings those scenarios to life. Both the coordinator and faculty debrief students in ways that build both competence and confidence. The position also should provide guidance or mentoring of faculty who are newer to simulation pedagogy.

In addition, the coordinator provides administrative data and technical support of The Valley Foundation School of Nursing clinical simulation equipment and facility to ensure optimal operations in conducting in-person simulation in different labs. The coordinator provides evaluations of the lab experiences and recommendations to the curriculum committee for ongoing program improvement.

Administrative Duties & Primary Responsibilities (90% of responsibilities)

- Collaborate with nursing faculty to design, plan, implement, and evaluate simulation learning experiences aligned with course objectives and student outcomes.
- Set up, operate, and turn over simulation labs for each session; managing high- and medium-fidelity manikins, task trainers, and scenario environments.
- Facilitate immersive clinical simulations and lead structured post-simulation debriefs that reinforce critical thinking and clinical judgment.
- Provide real-time instructional support to students and faculty during simulation activities, coaching toward competency and skill development.
- Conduct and host simulation lab tours for students, faculty, and community visitors.
- Assist with simulation research activities as appropriate.
- Compile and analyze simulation activity data; generate annual reports tracking student participation,

- faculty engagement, visitor counts, and simulation outcomes.
- Manage video release forms and maintain recordings of simulation events per departmental protocol.
- Produce written materials including simulation protocols, lab reports, informational handouts, faculty guides, and student manuals.
- Schedule simulation activities in collaboration with the Simulation & Skills Lab Program Assistant
- Perform other duties as assigned.

Technical Duties & Responsibilities (10% of responsibilities)

- Coordinate with lab personnel on the purchase of supplies, props, technology, and multimedia equipment
- Oversee the operation of computers and equipment in the simulation facility, including the CAE server-based recording system
- Troubleshoot computer systems and the CAE digital audio-visual recording platform
- Interface with CHHS Tech Support and the Simulation & Skills Lab Program Assistant to ensure all equipment is safe, calibrated, and fully operational

Required Qualifications:

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

- Have a baccalaureate degree in nursing (BSN) or higher.
- At least 3-5 years of experience as a Registered Nurse in the clinical setting.
- Current unrestricted license as a registered nurse in California.
- Possess the skills and ability to train the students and faculty in simulation equipment.
- Comfort with technology and ability to learn simulation software and AV systems.
- Proficiency with PC-based software applications.
- Excellent knowledge and understanding of human pathophysiology and evidence-based nursing practice.
- Excellent organizational, interpersonal, and communication skills.
- Work effectively as a team member.
- Demonstrated knowledge of English grammar, business writing, punctuation, and spelling.
- Demonstrated ability to work independently and collaboratively, manage projects and prioritize tasks.

Preferred Qualifications:

- Certified Healthcare Simulation Educator (CHSE) - *or commitment to obtain certification within 6 months of hire with paid training provided.*
- 1-2 years of experience in any of the following areas including: clinical simulation, skills lab instruction, nursing education, or staff development/preceptorship, hospital based competency assessment.
- Experience with CAE, Laerdal, or Gaumard simulation platforms.
- Background in specialty areas such as OB, Pediatrics, Med-Surg, or Primary Care - all are valued in our multi-lab environment.

Education & Experience

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

SUPERVISORY RESPONSIBILITIES

This position has no supervisory responsibilities.

Working Environment:

You will work within a purpose-built simulation center housed in The Valley Foundation School of Nursing at San Jose State University. The facility includes five dedicated simulation labs, control rooms, supply rooms, and student debrief/conference rooms equipped for live video streaming of simulation scenarios. The coordinator's office is located within the lab space, keeping you close to the action.

The work environment has a moderate noise level. This role requires the ability to lift up to 50 lbs for equipment setup.

APPLICATION PROCEDURE

To apply for this position, please submit a cover letter and current resume to:

Lisa Rauch, Director - The Valley Foundation School of Nursing
Lisa. Rauch@sjsu.edu

In your cover letter, we especially welcome you to share what draws you to nursing education and what you hope students will carry from your simulation lab into their careers.

Tower Foundation is not a visa sponsoring organization.

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