

POSITION DESCRIPTION

Position Title:	Simulation & Skills Lab Program Assistant
Department:	The Valley Foundation School of Nursing at San Jose State University
Reports To:	Director
Hiring Range:	\$53,976 - \$59,176 per annum
Exempt Status:	Non-Exempt
Appointment:	Full-Time Benefited
Posting Date/Period:	09/20/21 until 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

The Simulation & Skills Lab Program Assistant, (SSLPA) 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 Simulation Program Coordinator, Appointed Nursing Skills lab faculty, and the School of Nursing Director. As the school's website support specialist, the SSLPA will update and maintain the website for TVFSoN.

TECHNICAL DUTIES & RESPONSIBILITIES (60% of responsibilities)

The SSLPA will be responsible for the functioning, operation and support of all computers and equipment in the Nursing Simulation and Skills lab facility. This equipment includes all simulators, the Syminar (Altered Reality DAVS) and the server-based recorders. The SSLPA will manage all manikin-based and standardized patient simulation activities in collaboration with the Program Coordinator and faculty. The simulation activities involve operation and troubleshooting of the computer systems and the DAVS digital audio-visual recording system.

The SSLPA will be responsible for the maintenance of all simulators as well as computer hardware, software and networking equipment. These duties may require interface with CHHS tech support and UCAT personnel. The SSLPA will need to communicate with Syminar 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 & RESPONSIBILITIES (40% of responsibilities)

- Coordinate with other simulation lab personnel in the purchase of resources, supplies, props, technology, and multi-media equipment.
- Organize and maintain accurate inventory record of all supplies, materials, and

equipment for the simulation and skillslab.

- 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 to sync with Syminar.
- Maintain student and volunteer databases for simulation and skills labs.
- Maintain simulation files and semester reports for department.
- Schedule, maintain and post schedule for simulation labs sessions, skills lab refresher, & Open Lab sessions for students, and reservations for 3rd floor debrief rooms.
- Maintain materials fee database for simulation labs.
- Maintain the repair, maintenance, and warranty record of equipment.
- Coordinate maintenance of lab equipment with vendors.
- Coordinate simulation software updates.
- Ensure all lab equipment is safe and in working order.
- Ensure simulation recording equipment is inventoried and maintained.
- Place work orders with FD&O as needed.
- Prepare laundry for pick up and return.
- Coordinate simulation lab tours.
- Coordinate simulation session schedule and skills lab refresher scheduling.
- Coordinate FNP simulation Lab Schedule with FNP faculty.
- Maintain FNP exam room and equipment.
- Dispose of sharps (containers) per University policy.
- Collaborate with faculty in providing skills remediation for students in Open Lab.
- Collaborate with undergraduate skills faculty and assist with preparation/set up for skills courses.
- Assist faculty with simulation set up and turn over.
- Orient new faculty to the skills and simulation labs.
- Serve as the monthly emergency drill designee for the School of Nursing.
- 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 & 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.

SUPERVISORY RESPONSIBILITIES

This position has no supervisory responsibilities.

APPLICATION PROCEDURE

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

The Tower Foundation offers an excellent benefits package including health, dental, and vision coverage, life insurance, short and long-term disability programs, 403B, and vacation and sick leave policies.

Tower Foundation is not a visa sponsoring organization.

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