

**POSITION ANNOUNCEMENT**  
**All Qualified Applicants May Apply**

**SIMULATION LABORATORY COORDINATOR (Instruction and Classroom Support Technician 3).** The current vacancy in allied health (Wenatchee campus) is a classified, full-time, overtime-exempt, benefit-eligible position expected to begin as soon as possible. Work hours for this position must be very flexible. The list established by this recruitment will be used to fill this position only and remain on file for the next three months.

**SUMMARY STATEMENT:**

The simulation lab coordinator - collaborates with allied health department members in performing duties essential to the achievement of the departmental goals for simulation. The main purpose of this position is to function as a planner, developer, consultant, coordinator, resource person to both faculty and students in the simulation lab on WVC north and south campuses.

**RELATIONSHIPS:**

*Reports to:* Associate Dean of Allied Health and Nursing.

*Subordinate staff:* None.

*Internal contacts:* Primarily allied health department members.

*External contacts:* Contact with the public, salespersons and supply company staff, external agencies, local health region materials management staff and other academic institutions.

**GENERAL DUTIES AND RESPONSIBILITIES:**

- Manages the simulation laboratory; advises and consults with allied health department members.
- Assists in directing the activities and supervises those working in the simulation laboratory (students, student workers, etc.).
- Assists in the development, maintenance and implementation of policies, procedures and standard practices for the simulation laboratory.
- Coordinates the evaluation of software and lab equipment and recommends repair, replacement, rental and/or purchase.
- Assist with developing, presenting, evaluating and refining scenarios utilized for simulation experiences utilizing role playing, props and dialogue to create a realistic learning environment.
- Maintains inventory of supplies in the lab and other allied health programs; prepares requisitions for ordering supplies and services as needed.
- Prepares and submits reports and budget recommendations to the associate dean of allied health and nursing and the program directors of allied health programs as required.
- Provides information related to simulation laboratory student use, supplies and equipment for grant proposals for intra- and extra-mural funding.
- Assists faculty in providing primary, supplemental and remedial learning assistance; provides student progress feedback to instructors.
- Participates and contributes to a safe learning environment; keeps current with safety regulations, provides training and enforcement of safety regulations policies and procedures; inspects and maintains safety equipment; ensures safe storage, collection and safe disposal of hazardous waste/ materials, including medications.
- Assists in developing, presenting and evaluating laboratory programs on specific skills and/or techniques; evaluates ongoing lab programs and recommends appropriate modifications.
- Assists faculty in identifying new concepts, techniques and materials and incorporates these into the lab as appropriate.
- Conducts orientation programs and instruction on the lab for students, faculty and staff.
- Works cooperatively with technology, library and other instructional support resources to maintain up-to-date facilities and technology resources for students.
- Conducts tours and simulation sessions for internal/external groups and/or individuals.
- Recommends and/or performs general cleaning of the simulation laboratory; perform routine maintenance of equipment.
- Performs related duties as required.

**MINIMUM REQUIRED EDUCATION, EXPERIENCE, SKILLS & ABILITIES/COMPETENCIES:**

- Bachelor's degree in nursing.
- Current Washington state RN license or eligibility for license.

- Minimum three years recent acute care experience.
- Demonstrated competency in nursing skills and techniques.
- Ability to work a flexible schedule and travel to our Omak campus two-to-three times per month.
- Excellent communication and strong organization skills; ability to set priorities on own initiative; and ability to prepare and organize laboratory and demonstration materials.
- Excellent coordination skills, interpersonal communication and problems solving, combined with a collaborative work style.
- Proficiency with operating a personal computer.

**PREFERRED EDUCATION, TRAINING, SKILLS & ABILITIES/COMPETENCIES:**

- Masters degree in nursing or education.
- Recent teaching experience in clinical and or simulation/skills laboratory.
- Experience in direct patient care education.
- Proficiency with instructional technology (programmable learning devices such as manikins and other patient simulation equipment), and proficiency in the use of media and software.
- Demonstrate ability to relate to students, staff and faculty of varied ethnicity, ages, backgrounds and abilities, and a commitment to a culturally diverse environment.
- Bi-lingual in English and Spanish.

**SALARY AND BENEFITS:**

\$50,000 annually plus benefits. Benefits include medical and dental coverage, life and long-term disability insurance as currently provided under the Public Employee Benefits Board, paid holidays, personal holiday, annual leave and sick leave. This position is covered by the Public Employees Retirement System.

**PHYSICAL WORK ENVIRONMENT:**

This position will have contact with college staff, students and the general public. Most work is performed inside the simulation lab. It is essential to be able to stand and walk on a consistent basis; lift, push, pull up to 50 lbs; bend, squat, reach; twist hands and grip.

**DEADLINE:**

**Preliminary screening of completed applications will begin on July 22, 2010 and continue until position is filled.**

**APPLICATION PROCEDURE:**

***Applicants must submit all of the following:***

- A cover letter which summarizes how your education, training and experience demonstrate your ability to perform the duties and responsibilities.
- A written statement of how you meet the minimum and desired education, training, skills & abilities/competencies.
- A complete WVC application for employment (available on our web site or the human resources office).
- A current resume which includes dates of all employment.
- Unofficial copies of transcripts.
- Four names of current professional references qualified to assess your work-related experience and your ability to perform the duties specified. Please include references' addresses and telephone numbers.

It is your responsibility to submit all required application materials before the deadline. Other unsolicited materials will not be shared with the screening committee and cannot be returned to you.

***Application materials may be requested from:***

**Wenatchee Valley College**  
**1300 Fifth Street**  
**Wenatchee, WA 98801**  
**(509) 682-6440**  
**TDD (509) 682-6837/(509) 682-6853**  
**Email: [jobs@wvc.edu](mailto:jobs@wvc.edu)**  
**Web site: [www.wvc.edu](http://www.wvc.edu)**

Assistance will be made available in the application and pre-employment screening processes for applicants with disabilities that request such assistance in advance.

Corrected or extended notices for this recruitment will be posted on the college web site and in the human resources office, Wenatchee Valley College (at the above address).

**CONDITIONS OF EMPLOYMENT:**

In compliance with the Immigration and Naturalization Act, proof of authorization to work in the United States will be required at the time of hire.

Must have first aid/CPR certification or obtain certification within 30 days. ACLS desired.

Criminal history background check is required as a condition of employment.

Person hired must become a member of the union, WPEA, or pay a representation fee within 30 days after employment

*Wenatchee Valley College is an equal opportunity employer*