

# Position Announcement

Posted: September 18, 2017

## **NURSING SIMULATION LAB COORDINATOR (Up to 21 hrs./wk.)**

North Central State College is accepting applications for a part-time Nursing Simulation Lab Coordinator in the Health Sciences Division.

*Essential duties/responsibilities include but are not limited to the following:*

### Nursing Simulation Lab Coordination

- Order all supplies for the Nursing programs based on input from equipment usage statistics, current students registered and input from the course coordinators
- Manage/coordinate day-to-day activities and services of the nursing lab area including scheduling, lab set-up, and management of lab equipment and supplies
- Ensure lab/classroom/supply room is clean, safe and organized for the Nursing programs
- Repair or coordinate the repair of lab equipment as required
- Coordinate the ordering and re-supply of consumable lab equipment; conduct and maintain equipment inventories for the Nursing programs
- Establish and update laboratory policies and procedures
- Prepare and maintain the Nursing Program Physical forms, paying close attention to expiration dates of Provider CPR status, Mantoux test dates, Hepatitis B dates, and fall flu vaccine dates. Inform course coordinators of any nursing student status deficiency prior to the start of each semester
- Assist the RNUR 1010, RNUR 1050, RNUR 2030 and RNUR 2050 labs to provide assistance to the faculty for lab instruction and/or testing under the direction of the course faculty
- Provide open lab instruction time for nursing students
- Perform remediation with students in skills areas
- Promote safe lab practices
- Organize all aspects of lab skills testing for RNUR 1010 and RNUR 1050, including student scheduling, set-up and clean-up. Schedule and test re-entry and Advanced Standing students for the Nursing programs
- Model professional standards, including, but not limited to collaboration, communication, dress, excellence and attendance
- Perform other related duties as assigned

### **Qualifications:**

- **Education:** Bachelor's degree in Nursing
- **Experience:** Minimum 3 years related experience; must possess a current, valid Ohio Nurse License

Please express your interest in this position by submitting a letter of application and resume to:

**NORTH CENTRAL STATE COLLEGE**  
Attention: Human Resources  
2441 Kenwood Circle, Mansfield, OH 44906

You may also apply online at: [www.ncstatecollege.edu](http://www.ncstatecollege.edu). Click on *Info For* then *Job Seekers*

Resumes will be reviewed beginning 10/2/17 and until filled.