CSUB JOB ANNOUNCEMENT

Position Title: NURSING SIMULATION/SKILLS LAB COORDINATOR (Instructional Support Technician II)

Recruitment #: #2227

Full/Part-Time: Part-Time 20 hours per week

Employment Type: Permanent

Bargaining Unit: R09

Salary: $1,874 - $3,102 per month based on 20 hours per week

Department: Nursing

Available: Immediately

Special Conditions: Background/ Fingerprint

Sensitive Position: Yes

Posted: January 12, 2018

Closing Date: For priority consideration, application materials must be received by January 26, 2018, however, the position will remain open until filled.

Positions are open to all interested applicants, both on and off campus, unless this is an on-campus only recruitment.

APPLICATION PACKET REQUIREMENTS

This position requires (including those on campus) submission of:

- A standard CSU, Bakersfield job application (download at: http://www.csub.edu/bas/hr/EmployRecruit/Job%20Status%20Inquiry/index.html)
- Names of three professional references
- Copy of degree/transcripts/typing certificate, if required
- Brief description of how you are qualified for this position by virtue of your interest, aptitude, education and experience required.

The Simulation Center Technologist is an integral part of nursing education at CSU Bakersfield and will be responsible for the technical operation of both simulation and medical equipment held within the skills lab and simulation center. Responsibilities will involve programming simulators, ensuring simulation rooms are setup in line with planned programs, ensuring simulators are functioning fully and having an ability to undertake routine maintenance and repairs as instructed by manufacturers. A working knowledge of medical equipment such as ventilators, defibrillators, etc. is required and technical training in management of these devices is beneficial.

A passion for working with technology to deliver high quality simulation facilitation is essential, a team player working in partnership to ensure center goals are achieved. Some medical knowledge is most certainly beneficial and a good understanding of simulation programming, computer literacy and AV support is desired. Candidate must be prepared to undertake additional training in simulator maintenance and obtain the Society for Simulation in Healthcare Technician Certification.
DUTIES:

- **Course Support:**
  - Operates simulators, audio visual systems, and medical equipment during simulations.
  - Assists faculty/instructors as directed during the course.
  - Diagnoses and resolves technology problems before, during and after simulations, as necessary.
  - Works collaboratively with CSUB audio visual staff and Help Desk to provide technical support and maintenance for digital hardware and software.
  - Provides training and support to other Simulation Center personnel in the technical aspects of simulation.

- **Lab Support:**
  - Assist with equipment maintenance within the Simulation Center to ensure proper working order of equipment and associated computers.
  - Maintain equipment in good operating condition; if needed, perform minor repairs or get items repaired.
  - Schedule and oversee equipment, supplies, and lab rooms, for example, organize and clean lab rooms and other storage areas.
  - Maintain inventory records of equipment, and supplies.
  - Assist in preparing, delivering, retrieving and maintaining an inventory for a variety of materials.
  - Assist in purchasing materials, leading and training student assistants, designing and implementing new experiments, and training for faculty and student assistants in regards to equipment, chemical and radioactive material use in accordance with current local, state, and federal law.

- **Other job duties:**
  - Assists with organizing inventory and identifying needs for medical supplies.
  - Documents pre and post course detail as directed by the faculty/instructors.
  - Works collaboratively with simulation manufacturers to ensure the efficient operation of the data capture systems and related multimedia peripherals.
  - Ensures that rooms, equipment and supplies are set up appropriately for courses, and returned to pre-course state.

REQUIRED QUALIFICATIONS:

**Knowledge/Abilities:** Knowledge of:

- Nursing courses, particularly in recognizing the commonality between services required for various courses and for developing systems for maximizing facilities and equipment.
- The principles of providing academic support services.
- The common principles, methods, and techniques related to instructional support related to assigned discipline.
- The materials, supplies and equipment and their uses related to instructional support for assigned discipline.
- Standard office equipment (computers, copiers, phones).
- Fluency with standard office software packages such as MS Windows, Word, Excel and Outlook.
- Metric conversions and basic mathematical calculations.

**Skills:** Must possess:

- Competence in understanding procedures, policies, information, ideas and instructions.
- Strong organizational skills to prioritize large workloads and handle multiple projects with frequent interruptions, while maintaining attention to detail and accuracy.
- Demonstrated verbal and written communication skills.
- Demonstrated interpersonal skills in effectively working with diverse people.
- Excellent communication skills; ability to effectively communicate information in a clear and understandable manner, both verbally and in writing.
- Excellent organizational and time management skills with the ability to set own priorities to coordinate multiple assignments with fluctuating and time-sensitive deadlines.
- Excellent computer skills and competence with a variety of computer applications including word-processing, spreadsheets, databases, on-line systems, Internet as well as online calendaring and email.
- Working knowledge of or ability to quickly learn University infrastructure, policies and procedures.
- Ability to initiate, establish, and foster communication and teamwork by maintaining a positive, cooperative, productive work atmosphere in the University with the ability to establish and maintain effective working relationships within a diverse population and with those from various cultural backgrounds.
- Computer proficiency and PC and Mac-based simulation software applications.
- High Fidelity Simulators.

**Abilities:** Must have the ability to:

- Quickly learn the names, uses and care of common types of materials, supplies and equipment used in Nursing.
- Inspect materials, supplies and equipment to determine their suitability for various uses.
• Learn to adjust and/or make minor repairs on scientific equipment.
• Operate scientific or highly technical equipment and to interpret results.
• Plan activities and prepare schedules for providing stockroom services.
• Use methods, techniques and skills related to the discipline and prepare specialized materials, such as solutions, mixtures and other preparations following well-defined procedures.
• Read and write at a level suitable to perform the essential functions and responsibilities of this position.
• Perform duties as assigned.

Experience:
Experience in maintenance, repair, and technical support of simulation equipment and/or medical device systems in a large healthcare delivery setting, related field, or equivalent combination of education and experience as listed below:

Equivalent to four years of experience providing instructional support services for a related unit or discipline, or in producing materials or supplies or repairing equipment in a discipline related to specialty area to which assigned.

or

Equivalent to two years of college with 16 semester units in courses involving extensive use of materials, supplies, or equipment and in a discipline related to the area to which assigned may be substituted for one year of the required experience.

or

Equivalent to four years of college with 16 semester units in courses involving extensive use of materials, supplies, or equipment and in a discipline related to the specialty area to which assigned may be substituted for two years of the required experience. Regular and reliable attendance is required.

PREFERRED QUALIFICATIONS:
• Previous experience in a simulation/training center environment highly preferred.
• RN is not essential however a Vocational Nurse / Respiratory Therapist / Paramedic background is preferred.
• Associate’s degree in related field.
• Demonstrated customer service experience requiring a very high level of diplomacy and professionalism.
• Knowledge of medical terminology and human physiology is preferred, but not required
• Proficient in the use of PCs and other software applications
• Demonstrated skills in an institutional/educational environment utilizing a customer-oriented and service-centered attitude.

SCREENING: Only those applicants possessing experience most directly related to the immediate needs of the office will be invited to appear before a Qualifications Appraisal Board for the purpose of appraising training, experience and interest in the position.

CALIFORNIA STATE UNIVERSITY EMPLOYEES UNION: It shall be the policy of the CSU in filling vacant CSUEU bargaining Units 2, 5, 7 & 9 positions to fill such vacancies from among qualified individuals currently employed on-campus except when it is determined that it is necessary to appoint outside applicants to meet campus workforce diversity goals or to provide specialized skills and abilities that are not available from current employees.

BACKGROUND CHECK: A background check (including a criminal records check) must be completed satisfactorily before any candidate can be offered a position with the CSU. Failure to satisfactorily complete the background check may affect the application status of applicants or continued employment of current CSU employees who apply for the position.

SENSITIVE POSITION: Sensitive positions are designated by the CSU as requiring heightened scrutiny of individuals holding the position, based on potential for harm to children, concerns for the safety and security of the people, animals, or property, or heightened risk of financial loss to the CSU or individuals in the university community.

MANDATED REPORTER: The person holding this position is considered a “mandated reporter” under the California Child Abuse and Neglect Reporting Act and is required to comply with the requirements set forth in CSU Executive Order 1083 revised July 21, 2017 as a condition of employment.

California State University, Bakersfield is committed to Equal Employment Opportunity. Applicants will be considered without regard to gender, race, age, color, religion, national origin, sexual orientation, genetic information, marital status, disability or covered veteran status.
GENERAL INFORMATION: It is the policy of California State University; Bakersfield to hire only United States citizens and aliens lawfully authorized to work in the United States. All new employees will be required to present documentation verifying their right to accept employment. You will also be requested to present a social security card at the time of initial appointment in compliance with state payroll regulations. State regulations require that every state employee sign the Oath of Allegiance prior to commencing the duties of his/her State employment, except legally employed non-citizens. These individuals are required to sign the Declaration of Permission to Work.

APPLICATION PROCEDURE: Official California State University, Bakersfield application forms must be completed in full and received in the Human Resources Office by 5:00 p.m. on/or postmarked by the specified closing date, unless otherwise indicated. Resumes are welcomed but will not be accepted in place of the official application. E-mailed or faxed applications or resumes will also not be accepted.

Applications are available outside the Office of Human Resources and may be downloaded from the Human Resources website. Candidates who reside outside the city of Bakersfield may contact the Office of Human Resources and request that an application be mailed to their residence. It takes a minimum of 4-6 weeks from the closing date for a position to be filled.

To check the status of your application, go to the Human Resources’ Job Opening/Status Inquiry page at http://www.csub.edu/bas/hr/EmployRecruit/Job%20Status%20Inquiry/index.html and click on the “Job Status” icon link. Applicants will not receive individual notifications. Upon submission, all application materials become the exclusive property of California State University, Bakersfield and will not be copied or returned.