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

**Recruitment #:** #2002

**Full/Part-Time:** Part-Time (20 hours per week)

**Employment Type:** Permanent

**Bargaining Unit:** R09

**Salary:** $1,874 - $ 2,952.50 per month (based on 20 hours per week)  |  Non-Exempt

**Department:** Nursing

**Available:** Immediately

**Sensitive Position:** Yes

**Posted:** March 25, 2016

**Closing Date:** For priority consideration, application materials must be received by April 8, 2016, 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 School of Natural Sciences, Mathematics & Engineering’s technical support staff play a critical role in supporting the School’s and CSUB’s mission, vision, and values. Under general supervision, the Instructional Support Technician II supports the teaching mission of the Nursing Department by overseeing the operation and maintenance of the Nursing and Skills Lab.

**DUTIES:**

Simulation and Skills Lab Operation:

- Provide daily lab service to faculty, students, and staff
- Collaborate with the department chair and course team leaders to ensure preparation of lab supplies and equipment based on faculty topical outlines
- Develop and implement detailed, clinically based scenarios for computerized models

**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.
- Provide oversight to student assistance
- At the request of the faculty, provide individual remedial instruction to students
- Provide periodic documentation for reports, surveys, and evaluations

**Simulations and Skills Lab Supplies and Maintenance:**
- Oversee maintenance of the Simulation and Skills Lab equipment
- Assist with the purchasing of equipment and supplies
- Maintain inventory of all supplies, equipment, AV materials, and laboratory manuals
- Coordinate with Learning Resource Committee chair and with departmental Administrative Support Coordinator on the purchase of equipment and supplies based on monthly monitoring of resources
- Assure the cleanliness and efficiency of the Simulation and Skills Lab

**Participates in Department Activities:**
- Engage as a full member in faculty-staff team in meetings, activities, and projects of the department
- Attend Learning Resources Committee Meetings

**Other Job Functions:**
- Perform other job-related duties and special projects as assigned
- Attend training and maintain skill currency as appropriate to safely and effectively complete assignments

**REQUIRED QUALIFICATIONS:**

Requires three years of recent (within 3 years) experience in basic nursing preparation, education or practice. or

Two years of recent (within 3 years) experience in basic nursing preparation, education or practice and two years of college with 16 semester units in relevant coursework (attach copy of college transcripts to employment application to demonstrate qualifications). or

One year of recent (within 3 years) experience in basic nursing preparation, education or practice and four years of college with 16 semester units in relevant coursework (attach copy of college transcripts to employment application to demonstrate qualifications). Ability to initiate, establish, and foster communication and teamwork by maintaining a positive, 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; ability to effectively communicate information in a clear and understandable manner, both verbally and in writing; ability to interpret, communicate, and apply policies and procedures; excellent organizational and time management skills with the ability to set own priorities to coordinate multiple assignments with fluctuating and time sensitive deadlines; working knowledge of nursing arts, preferably fundamentals, medical surgical nursing, obstetrics, and pediatric nursing; ability to read, analyze and interpret general business and nursing periodicals, technical procedures, or governmental regulations; possess competency in word processing, databases, spreadsheets, and the Internet.

**PREFERRED QUALIFICATIONS:** A Bachelor of Science degree in Nursing or higher; current RN license to practice in California (attach copy of license to employment application); working knowledge of nursing arts, preferably in fundamentals, medical surgical nursing, and pediatric nursing; experience with Windows and Macintosh operating systems and familiar with Microsoft Office suite of software are preferred.

**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 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.
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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 as a condition of employment.

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.