



POSITION ANNOUNCEMENT

Job Title: Director of Nursing Simulation Lab
Department: Nursing Simulation Lab
Reports To: Undergraduate Chair
Level: 10
Shift/Hours: 40 hours per week
Salary Range: \$59,100 to \$78,800 per year
Date Prepared: September 22, 2017

SUMMARY

This position is responsible for the daily operation of the nursing simulation and skills lab. Functions as planner, developer, coordinator, resource person, and mentor to both faculty and students in the undergraduate and graduate nursing program on matters pertaining to laboratory and simulation nursing education practices.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Collaborates with faculty and simulation coordinator/lab facilitator on the development of experiences to meet curriculum requirements.
2. Coordinates the various activities of the lab including prioritization and efficient utilization of the various laboratory areas.
3. Develops and runs simulation scenarios for nursing students.
4. Works with vendors for supply procurement along with purchasing decisions.
5. Manages the budget to maintain a working inventory of supplies, analyzes usage, needs and investigates future equipment needs.
6. Identifies potential grant opportunities and collaborates on grant development.
7. Networks with lab and simulation coordinators at local, state and national levels to identify best practices, collaboration opportunities, trends and resources and shares with faculty.
8. Assists in the development of faculty knowledge of best practices in lab, simulation, and remediation for students.
9. Collaborates with the Undergraduate Nursing Chair to develop and implement undergraduate policies and procedures relevant to the laboratories and with the Graduate Nursing Chair for graduate policies.
10. Orients new faculty to the nursing simulation lab and equipment.
11. Troubleshoots and maintains simulation equipment in labs and resolves maintenance issues in lab or clinic.
12. Collaborates with information technology to ensure the optimal functioning of simulation equipment.
13. Serves as a member of the College's faculty committee on Simulation and Lab Teaching. Also participates in college meetings.
14. Supervises nursing simulation staff, lab assistants, and student workers.
15. Other duties as assigned.

SUPERVISORY RESPONSIBILITIES

Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities may include interviewing, hiring and training; planning, assigning and directing work of employees and student workers; addressing complaints and resolving problems.

QUALIFICATIONS

The above statements reflect the general responsibilities of the position and should not be construed as a detailed description of all the work requirements that may be inherent in this position. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

EDUCATION AND EXPERIENCE

Master's degree in nursing required. Doctorate in Nursing or related field preferred. Licensed as a registered nurse in the State of Michigan, or eligible for same. Experience with low, medium and high fidelity simulation equipment preferred Strong interpersonal relationship skills required. Working knowledge of Microsoft Office required.

MANAGERIAL SKILLS

Essential managerial skills include directing (organizing, energizing, and supervising), negotiating, planning and problem solving, facilitating the work of others, clarifying goals and objectives, obtaining and giving feedback, delegating, team building, effectively communicating, evaluating, and initiating change. Ability to define problems, collect data, establish facts, and draw valid conclusions in an extensive variety of situations.

TO APPLY

Please complete the application at <http://www.madonna.edu/resources/human-resources>. Please send a letter of intent reflecting the above responsibilities and qualifications and a resume to hr@madonna.edu. Current employees must complete the internal application on MY Portal >Employee Resources.

MADONNA UNIVERSITY

A Catholic institution founded by the Felician Sisters, and guided by the values of St. Francis. Candidates must be committed to excellence in teaching, scholarship, and service, and support the Mission of the University. We are an equal opportunity employer committed to a culturally diverse workforce. Candidates must be legally authorized to work in the United States. Verification of employment eligibility will be required at the time of hire. Thank you for your interest in employment opportunities at Madonna University.