**POSITION ANNOUNCEMENT**

**POSITION:** **Associate of Science in Nursing Simulation/Lab Coordinator** **(Paulding Campus)**

**POSITION DESCRIPTION**: Full-time twelve (12) month faculty position. Responsibilities include creating and implementing simulation scenarios for the ASN program. The position also requires that the instructor work with lead instructors for lab coordination and skills check-off. The coordinator will notify students and faculty of skills lab/simulation dates, and serve as lead for all things related to lab and simulation. In addition, the position requires the coordinator to maintain the up-keep of the lab and simulation environment; ordering supplies and equipment when necessary. The position includes a reduced teaching load in order to have sufficient time to carry out the instruction and administrative duties of the role. Teaching load can include both didactic and clinical instruction. Finally, the instructor will also be responsible for serving as an evaluator of student performance, curriculum planning and implementation, academic advisement and registration, participation in department and college committees and other duties as assigned by the Dean and/or Program Director.

**MINIMUM QUALIFICATIONS:**

* Master’s degree in Nursing
* Current Georgia RN License in good standing
* Basic level of computer skills is required

**PREFERRED QUALIFICATIONS:**

* Experience in creating and running simulation scenarios
* Experience in coordinating courses
* Experience with Laerdal equipment and resources
* Experience with Gaumard and Nasco simulators
* Experience in lab management
* Experience with obtaining quotes and ordering supplies from various vendors such as Pocket Nurse
* Knowledge of ACEN standards and criteria

**SALARY/BENEFITS**: $80,300.00 annual salary. Benefits include paid holidays, annual leave, and the State of Georgia Flexible Benefits Program. Please be aware that all Chattahoochee Technical College employees must be paid by DIRECT DEPOSIT unless exempted by the State Accounting Office based on “hardship” evidence provided by the employee.

**APPLICATION PROCEDURE:** APPLY ONLINE ONLY @ [www.chattahoocheetech.edu](http://www.chattahoocheetech.edu) and scroll down to “Contact Us” then “Jobs & Careers.” For a complete file, fill out an online application, upload cover letter, resume, transcripts and include three professional references’ contact information on the application. Before a candidate is hired, a pre-employment criminal background investigation, motor vehicle records check and employer/professional reference check will be conducted. Following screening, candidates may be asked to submit further documentation.

**RESPONSE DEADLINE:** Open until filled

**ANTICIPATED EMPLOYMENT DATE:** February 2025

**EMPLOYMENT POLICY:** Chattahoochee Technical College is accredited by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) to award associate degrees, diplomas, and certificates. Questions about the accreditation of Chattahoochee Technical College may be directed in writing to the Southern Association of Colleges and Schools Commission on Colleges at 1866 Southern Lane, Decatur, GA 30033-4097, by calling [(404) 679-4500](tel:(404)%20679-4500), or by using information available on SACSCOC’s website ([www.sacscoc.org](https://nam12.safelinks.protection.outlook.com/?url=http%3A%2F%2Fwww.sacscoc.org%2F&data=04%7C01%7CBethAnne.Hughes%40chattahoocheetech.edu%7C9d99b3df4a9843e17ab508d8eefec7d7%7C74981b26ccc14e7eafc6720c4c6b0050%7C1%7C0%7C637522125338218860%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C1000&sdata=IHMIFsovIqOMXV0o%2FIr%2FARgCJVku%2B9ZUListmfZHv8I%3D&reserved=0)). Questions related to admissions and the policies, programs, and practices of Chattahoochee Technical College should be directed to the College.

As set forth in its student catalog, Chattahoochee Technical College does not discriminate on the basis of race, color, creed, national or ethnic origin, gender, religion, disability, age, political affiliation or belief, genetic information, veteran status, or citizenship status (except in those special circumstances permitted or mandated by law). The following person(s) has been designated to handle inquiries regarding the non-discrimination policies: Chattahoochee Technical College Title IX Coordinator, Shanequa “Nickkie” Warrington, Marietta Campus, 980 South Cobb Drive, Building C 1102B, Marietta, GA 30060, 770-975-4023, or [SDWarrington@ChattahoocheeTech.edu](mailto:SDWarrington@ChattahoocheeTech.edu), and Chattahoochee Technical College Section 504 Coordinator, Caitlin Barton, 5198 Ross Road, Building A1320, Acworth, GA 30102, (770) 975-4099, or [Caitlin.Barton@chattahoocheetech.edu](mailto:Caitlin.Barton@chattahoocheetech.edu)

***A Unit of the Technical College System of Georgia***