



**Nursing Simulation Lab Coordinator**  
**Full Time**  
**Walker and Floyd County Campus**

**Job Summary:**

Georgia Northwestern Technical College is seeking qualified candidates for a Nursing Simulation Lab Coordinator and Nurse Educator. The home campus for this position is to be determined however, regular travel to the Walker County Campus and the Floyd County Campus is required as nursing programs are offered on both campuses. Additional travel to other campuses may be necessary during orientations or advisement sessions. This position will report to the Nursing Program Administrator. Responsibilities include coordinating and scheduling the simulation lab for student rotation, operating and maintaining mannequins, assisting in the skills lab, and ordering supplies to maintain the lab spaces.

**Duties/Responsibilities:**

- Develops instructional material consistent with simulation lab objectives
- Collaborates with faculty to meet the needs of the students
- Provides a variety of learning experiences consistent with the program mission, philosophy and nursing education outcomes
- Implements, operates, and participates in simulation activities to guarantee a high quality, safe, and consistent simulation experience
- Responsible for the preparation, setup, and disassembly of the necessary equipment and supplies for each activity.
- Ensures that the inventory is kept up to date and on hand.
- Provides daily upkeep and maintenance of equipment and learning spaces.
- Provides support and backup in operating simulation equipment or the simulation capture system during the activity.
- Knowledge of patient simulation, technologies, and applications.
- Knowledge of computer hardware equipment and software applications relevant to simulator functions.
- Proficiency in MS software applications including MS Outlook, Word, Excel, and PowerPoint as well as Internet and database applications
- Actively participates in departmental committees
- Demonstrates effective working relationships with individuals and groups
- Actively participate in professional development
- Evaluate students' performance in the simulated setting
- Other duties assigned.

**Competencies:**

- Knowledge of the Georgia Board of Nursing Nurse Practice Act

- Knowledge of and commitment to the role of the technical college system
- Commitment to stay current and continually improve knowledge and understanding of the discipline
- Commitment to diversity, equity and inclusion
- Knowledge of pedagogical practice and theory
- Knowledge of the mission of postsecondary vocational/technical education
- Knowledge of academic course standards
- Knowledge of the college's academic programs
- Skill to work cooperatively with students, faculty and staff
- Skill in the preparation and delivery of classroom content
- Skill to make timely decisions
- Skill in the operation of computers and job related software programs
- Decision making and problem solving skills
- Skill in interpersonal relations and in dealing with the public
- Oral and written communication skills

**Required Qualifications:**

Must be currently licensed as a Registered Nurse in Georgia; Must have a bachelor's degree in nursing or higher. A Registered Nurse only holding a baccalaureate degree in nursing must provide documentation of progress toward earning a graduate degree in nursing; must have experience in the area of responsibility. Any applicant offered employment in this position is required to successfully complete a pre-employment background and drug test.

**Preferred Qualifications:**

A Master's in Nursing; Current or eligible to be licensed in Tennessee, in addition to Georgia; A BLS through American Heart Association; Post-secondary teaching experience in a PN or ADN program; Curriculum development and program recruitment experience in a two-year college environment; On-line teaching/learning experience using Blackboard; Excellent organizational and classroom management skills; Experience in managing academic programs across multiple campuses; working knowledge and proven experience in programmatic assessments; and working knowledge of college and programmatic accreditation standards, policies, and procedures; Excellent written and oral communication skills, and excellent technology skills.

**Physical Demands:**

Work is typically performed in a classroom or office environment with intermittent sitting, standing, or walking in various settings. The employee occasionally lifts or moves objects to a light to medium weight. Full range of hand and finger motion may be utilized for data entry purposes.

If the job involves driving, physical requirements include the ability to operate a vehicle and sit for extended periods.

**Salary:** \$67,600 - \$74,880 dependent upon credentials and experience.

**Benefits:**

If this is a part-time position, no benefits are available. If this is a full-time position, benefits include: 13 paid State holidays, annual and sick leave, paid parental leave, educational support leave, options in the State of Georgia health and flexible benefits package, 401k & 457 options, a choice of two retirement systems dependent upon position: Teachers Retirement System of Georgia or the Employer's Retirement System of Georgia.

**Application Deadline:** Open until filled.

**Application Process:**

All application packets **MUST** be completed via the GNTC Online Job Center at [www.gntc.edu/about/employment/](http://www.gntc.edu/about/employment/). We do not accept resumes, transcripts, etc. in any other format except through the Online Job Center. As a part of the application process, interested candidates will also be required to upload documents such as a resume, work references, contact information, education credentials such as licenses, certifications, and transcripts, if applicable and those applicable will be verified prior to beginning employment. Pursuant to college policy, a thorough background investigation, including a criminal history records check, shall be conducted on all candidates prior to employment. Some positions may require a motor vehicle record search, credit history and drug screen. **No phone calls or emails please.**

**A Unit of the Technical College System of Georgia****Equal Opportunity Employer**

A unit of the Technical College System of Georgia, as set forth in its student catalog, GNTC complies with applicable Federal civil rights laws and does not discriminate on the basis of race, color, creed or religion, national or ethnic origin, sex (including pregnancy, sexual orientation and gender identity), disability, age, political affiliation or belief, genetic information, veteran or military status, marital status or citizenship status (except in those special circumstances permitted or mandated by law). Title IX and Equity Coordinator: Elizabeth Barksdale, Floyd County Campus, Building I 103, 706-295-6592, ebarksdale@gntc.edu.