



## Position Announcement April 2024

<b>Position:</b>	Simulation/Skills Lab Specialist
<b>Position Status:</b>	Full-Time
<b>Application Deadline:</b>	Open Until Filled
<b>Primary Work Location:</b>	Macon, Warner Robins, and Milledgeville Campuses
<b>Projected Work Schedule:</b>	40 hours per week / 12 calendar months per year

*A review of completed application packets may begin upon receipt. Interviews of qualified candidates may be held following review; the position may close at any time following April 25, 2024 based on candidate selection.*

### **Position Summary:**

The Simulation/Skills Lab Specialist is responsible for supporting the operations of Health Science simulation and skills labs. Key responsibilities include, but are not limited to the following:

- Organizing and assessing orientation lab instructors each semester, scheduling student lab rotations, coordinating training for simulation lab users, including faculty.
- Enforcing policies and procedures for the simulation lab and its technology, maintaining lab safety, and informing faculty and students of safety protocols. Supporting best practices in simulation strategies to achieve educational outcomes.
- Maintaining and assessing the readiness of lab equipment and supplies, including security, inventory management, and the maintenance of simulation, audiovisual, and multimedia equipment. Communicating needs for repair or replacement of equipment.
- Assisting with the day-to-day operation of the skills and simulation labs, including inventory management, setup, and cleanup of lab sessions.
- Providing budget input for lab needs and arranging the lab schedule/calendar to prevent scheduling conflicts.

The Simulation/Skills Lab Specialist must maintain program requirements, attend and complete all professional development training, be available to meet with students and college personnel to help and support all college initiatives; as well as any other issues that may arise. The Simulation/Skills Lab Specialist must maintain qualifications for employment as described by the Technical College System of Georgia (TCSG) Policy Manual and accreditation standards. The Simulation/Skills Lab Specialist must follow rules and regulations as described by the TCSG Policy Manual and other policies and procedures established by the institution. This position will require travel within the college's service area and other travel as needed.

### **Projected Work Hours / Location:**

This position generally works normal day hours of 7:45 a.m. to 4:45 p.m. Monday through Thursday, and 7:45 a.m. to 3:30 p.m. Friday. Additional hours or a flexible schedule to include evenings may be required as needed. Position will be housed on the Macon campus with rotation to the Milledgeville

and Warner Robins campuses and travel to any locations within the College's service area or other travel as needed. This position will work all 12 calendar months per year and 40 hours per week.

**Minimum Qualifications:** *Must upload transcripts/certifications which show conferred educational degrees/current certifications and document qualifications in the employment history:*

- Earned Associate's degree in a related field in health-related or technology discipline from an academic institution that is accredited by an institutional accrediting agency recognized by the United States Department of Education
- Documented three (3) years of full-time experience in a relevant field of healthcare or technology  
*\*Note: Experience may substitute for the degree on a year-for-year basis*

**Preferred Qualifications:** *Preference may be given to applicants who, in addition to meeting the minimum qualifications, provide transcripts of conferred degrees and demonstrate in the employment history possession of one or more of the following:*

- Documented of at least one year's experience with a high-fidelity simulation system (ie. Laerdal, CAE Healthcare, Gaumard etc.)
- Documented Certified Healthcare Simulation Operations Specialist (CHSOS) or Educator (CHSE)

#### **Salary/Benefits:**

**Target annual gross salary is upper \$30s to mid \$40s. Actual salary to be determined by the candidate's highest qualifying degree and related experience based on meeting published minimum and preferred qualifications.** Position is eligible for state benefits to include retirement, insurance, leave accrual and holiday pay. CGTC is a member of Teachers Retirement System of Georgia (TRS) and Employees Retirement System of Georgia (ERS).

#### **Application Procedure:**

Applicants are required to complete the employment application in full and provide supporting documentation by the stated closing deadline for the position. GCTC does not accept mailed, faxed, or hand-delivered applications.

Applicants who complete the application procedure will be evaluated for meeting the position requirements based on the published job responsibilities, meeting the minimum and preferred qualifications based on the educational history, employment skills presented under job duties in the application system against the published job announcement. A completed application packet consists of the following:

1. A completed CGTC electronic application in the CGTC application portal.
2. As applicable, applicants for instructional positions are asked to provide a resume in addition to completing the CGTC application. Applicants for non-instructional positions may provide a resume if they wish. Submission of the resume does not replace the requirement to complete the CGTC electronic application.
3. Postsecondary transcripts that demonstrate the conferral of the degree, if applicable, and demonstrates the applicant meets the educational minimum requirements and, if applicable, the

preferred educational requirements (*grade reports and diploma copies are not accepted in lieu of transcripts*)

4. Positions requiring a High School Diploma or GED as a minimum qualification do not have to submit a HSD/GED transcript documentation as part of the application process
5. Non-photo license(s) and/or certification(s) which fulfill the minimum, and if applicable the preferred qualifications stated in the job announcement

Incomplete application packets at the time of the position closing may not be considered. It is the responsibility of the applicant to obtain and upload the application documentation by the stated deadline.

For more information concerning our application process or available positions, please contact the Human Resources Office at 478-757-3449 or 478-218-3700 or via email to [cdominy@centralgatech.edu](mailto:cdominy@centralgatech.edu).

All applicants are subject to the following applicable pre-employment screenings:

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|--------------------------|--------------------------|
| Criminal History Records | Motor Vehicle Records    |
| Employment References    | Pre-Employment Drug Test |
| Fingerprint Records      | Credit History Records   |
| Psychological Screening  | Medical Examination      |

As set forth in its student catalog, Central Georgia Technical College (CGTC) 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).

The following person has been designated to handle inquiries regarding the non-discrimination policies:

The Title VI/Title IX/Section 504/ADA Coordinator for CGTC nondiscrimination policies is Cathy Johnson, Executive Director for Conduct, Appeals, & Compliance; Room A-136, 80 Cohen Walker Drive, Warner Robins, GA 31088; Phone (478) 218-3309; Fax: (478) 471-5197; Email: [cjohnson@centralgatech.edu](mailto:cjohnson@centralgatech.edu).

All application materials are subject to the Georgia Open Records Act O. C. G. A. §50-18-70.