

|  |
| --- |
| **Simulation Lab Coordinator – Part-Time** |
|  |  |
| **Campus:** | Americus |
|  |  |
| **General Duties:** | South Georgia Technical College is seeking a skilled and dedicated Simulation Lab Coordinator to manage and oversee all aspects of clinical simulation for our healthcare programs. This role plays a key part in ensuring high-quality, hands-on learning experiences for students in RN, PN, MA, and Nurse Aide programs.The Simulation Lab Coordinator will manage all aspects of clinical simulation for assigned programs and support clinical training for RN and LPN programs when available. The coordinator will design, develop, and implement educational training that aligns with institutional objectives and meets student learning needs. This includes preparing lesson plans for classroom instruction and simulation labs for credited technical and occupational courses, developing program syllabi, assessing student progress, and ensuring achievement of program goals and competencies. The coordinator will also maintain and manage simulation supplies, equipment, budgets, and program certifications while preparing and maintaining accurate documentation, administrative reports, and compliance records. Ensuring safety and security standards are met within the simulation training area is essential. Additionally, the role requires participation in staff development workshops, seminars, and conferences; collaboration with students, staff, and educators to discuss instructional programs and student performance; assistance with student recruitment, retention, and job placement efforts; and maintaining program standards through advisory committee participation. The coordinator will also build relationships with local employers to support workforce needs and program development. |
|  |  |
| **Education Requirements:** | Candidates must possess a Bachelor’s degree in Nursing (BSN) from an accredited college or university. |
|  |  |
| **Minimum Qualifications:** | The candidate must have at least three (3) years of strong clinical experience within the last seven (7) years in medical-surgical, acute patient care, and/or emergency or trauma conditions. A Georgia State Licensure as a Registered Nurse in good standing is required. The candidate must also have excellent interpersonal skills, strong verbal and written communication skills, and be proficient in the use of Microsoft Office, including Word and Excel. |
|  |  |
| **Preferred Qualifications:** | Preference will be given to candidates with teaching experience in both traditional and online settings and knowledge and experience in using nursing simulation laboratories for instruction. |
|  |  |
| **Physical Demands:** | Work is typically performed in a classroom environment with intermittent sitting or walking in various settings. The position requires frequent lifting and carrying of lightweight objects. A full range of hand and finger motion is necessary for data entry and simulation equipment operation. |
|  |  |
| **Background Requirements:** | Candidates must pass a criminal background check and MVR. |
|  |  |
| **Compensation:** | Salary commensurate with experience and education. This is a part-time, temporary position, with a maximum of 29 hours per week. |
|  |  |
| **Benefits:** | Does not include State of GA benefits or a promise of future full-time employment.  |
|  |  |
| **Reports to:** | Dean of Academic Affairs |
|  |  |
| **Application Deadline:** | Until filled |
|  |  |
| **Application Instructions:** | Please complete our SGTC application on our website [**www.southgatech.edu**](http://www.southgatech.edu)**.** Access this by clicking on the link **Careers @ SGTC**. For further assistance, call the Human Resources Office at (229) 931-2454 or (229) 931-2450 or email Erika.Carrillo@southgatech.edu or Suzanne.Singletary@southgatech.edu.  |
|  |  |
| **Notices:** | Pursuant to college policy, a thorough background investigation, including a criminal history check, shall be conducted on all candidates prior to being hired for any position with SGTC. |
|  |
| Position Number: |  | Job Code: |  |