**Simulation Coordinator Standard Job Description**

**Classification Title:** Simulation Coordinator

**FLSA Exemption Status:**Exempt

**Pay Grade:** 11

**Job Description Summary:**

The Simulation Coordinator schedules and coordinates activities and assists with the clinic learning resources operations.

**Essential Duties and Responsibilities:**

**40% Coordination of Clinical Learning Activities**

* Coordinates clinical learning resource center activities including setting up rooms for simulation scenarios and preparing supplies and equipment.
* Restores rooms and equipment to a state of readiness after training.
* Conducts tours and demonstrations in the clinical learning resource center.
* Collaborates with faculty and departments for planning standardized participant events.
* Assists with setup and teardown of supplies and equipment for simulated learning experiences.

**20% Management of Simulated Participant Programs**

* Coordinates implementation of simulated participant encounters, including scheduling, evaluating, and compiling reports.
* Manages the training, scheduling, and evaluation of simulated participants and oversees digital audio/video recordings and debriefings.
* Designs, develops, and maintains training materials and workshops related to Standardized Participant simulations.

**10% Technical Support and Maintenance**

* Maintains the assigned physical space and supplies.
* Keeps simulation systems operational and coordinates repairs with technical specialists.
* Provides customer support for simulation technology and assists with A/V system troubleshooting during events.

**10% Training and Development**

* Coordinates and provides training sessions for faculty and staff on technologies used in human patient simulation.
* Collaborates on quality assurance activities and supports the implementation of new technology.
* Works with leadership to schedule and coordinate various simulation events.

**20% Duty Title (for the department's use)**

* Remaining Percentage Can Be Determined by Department to Meet Business Needs or Can Be Incorporated into Percentages Above.

**Qualifications:**

**Required Education:**

* Associates Degree. Equivalent combination of relevant education and experience may be substituted as appropriate

**Required Experience:**

* One year of relevant experience.

**Required Licenses and Certifications:**

* None

**Required Knowledge, Skills, and Abilities:**

* Ability to multitask and work cooperatively with others.

**Additional Information:**

**Machines and Equipment:**

* Computer
* Telephone
* Calculator

**Physical Requirements:**

* None

**Other Requirements and Factors:**

* This position is security sensitive
* This position requires compliance with state and federal laws/codes and Texas A&M University System/TAMU policies, regulations, rules and procedures
* All tasks and job responsibilities must be performed safely without injury to self or others in compliance with System and University safety requirements

**Is this role ORP Eligible? If so, it needs to meet the criteria on the** [**Rules and Regulations of the Texas Higher Education Coordinating Board**](https://reportcenter.highered.texas.gov/reports/data/user-friendly-version-of-ch-25/)**.**

[ ]  **Yes**

[x]  **No**

**Does this classification have the ability to work from an alternative work location?**

[ ]  **Yes**

[x]  **No**