

## Alverno College Job Advertisement

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**Position Title:** Center for Clinical Education (CCE) and Simulation Manager

**Department:** School of Nursing- Mesa Location

**Status:** 12 month, Full-time

**Reports To:** Director of DEMSN in Arizona

**Date:** July 2022

Founded in 1887, Alverno College is a four-year, Catholic liberal arts college for undergraduate women sponsored by the School Sisters of St. Francis. The college also offers a robust array of graduate and degree completion programs for women and men. Student learning and personal and professional development are the central focus of everyone in the Alverno College community. As Wisconsin's first designated Hispanic-Serving Institution, Alverno enrolls a highly diverse student body of virtually every demographic and experience. It is an institution that has revered tradition and encouraged innovation for more than 130 years.

The College is seeking applicants for a full time Center for Clinical Education (CCE) and Simulation Center (CSC) located in Mesa, AZ. Alverno College health, disability, and retirement plan enrollment is available to full time employees and eligible dependents. Tuition benefits are available for employees and qualified dependents.

**Primary Function:**

Manage day-to-day operations within the Clinical Learning Center (CLC) and Clinical Simulation Center (CSC) to assure that personnel and other resources are available, resulting in an effective simulated and actual learning environment for undergraduate and graduate nursing students. Promotes and nurtures the education of students by adhering to the criteria for rank including effective teaching, responsibility in the college community, development of scholarship, and service to the wider community.

**Principal Responsibilities**

**General**

- Supervise CCE maintenance of a safe, secure, and healthy environment by establishing, following, and enforcing standards and procedures; complying with simulation policy and procedures.
- Assure scheduling of sufficient staff to facilitate CCE related activities and meet student needs.
- Collaborate with faculty for scheduling all CCE related activities within all nursing courses.
- Maintain the CCE in an appropriate fashion with respect to the physical environment and property.
- Collaborate in evaluating CCE activities in a systematic manner.
- Facilitate and document ongoing CCE activities.
- Assumes responsibilities for full simulation sessions, including information technologies, simulator technologies, set up of simulation lab, and clean up.
- Work with DEMSN Director and faculty to develop and coordinate CCE lab time to include open labs, clinical make-up sessions, open classroom sessions, capstone projects, and course simulation sessions.
- Create and maintain of simulation center orientation for students, faculty, and staff.
- Ensures ongoing education for CLC and CSC monitors, facilitators, and faculty.
- Management of CCE supplies and equipment.
- Performs facilitator duties

- Safeguards students' private information by adhering to FERPA standards and creating and maintaining confidentiality documents and recordings.
- Receives, coordinates and reviews student evaluations of simulation experiences with facilitators and manager.
- Perform other tasks as necessary to support the mission of the College.

#### **With Respect to Alverno Educators**

- Collaborate with faculty to assure the appropriate coordination of student needs related to use of the CCE.
- Serve as instructor of DEMSN courses as needed.
- As directed by the DEMSN Director and other School of Nursing (SON) Administration, assist faculty in planning for the instruction, assessment, and tutoring of students in skills needed in nursing courses and in clinical environments.

#### **With Respect to CCE Staff**

- Orient new faculty, teaching assistants, and monitors to the CCE and its operation.
- Assist in the recruitment, training, and evaluation of CCE monitors and teaching assistants.
- Manage the day-to-day operation of the CCE activities and conduct regular meetings to assure effective functioning.
- Collaborate with the DEMSN Director and other SON Administration to assure annual evaluation of the CCE staff.

#### **With Respect to Curriculum**

- Monitor learning experiences within the CCE related to course outcomes across the curriculum.
- Develops and presents new case studies/ or simulation scenarios for future use.
- As directed by the DEMSN Director, provides assessment opportunities and learning experiences for CCE related independent study needs of students in collaboration with faculty.
- Oversee supervision of all students learning activities in the CCE setting.
- Recommend changes in procedure, protocol, and resources related to CCE activities.

#### **With Respect to Budget**

- Collaborate with the DEMSN Director and other SON Administration to maintain and procure adequate laboratory equipment, technology resources, and supplies for the CCE.
- Assure that all laboratory equipment is in appropriate working condition.
- Assist faculty in obtaining needed laboratory equipment and supplies.
- Maintain access to current materials for student experiences.
- Advise DEMSN Director and/or SON Administration regarding budget and grant idea needs related to the CCE.
- Provide necessary faculty with in-service of new equipment and resources in the CCE.

#### **With Respect to Permissions and Approvals**

- Assist faculty in consultations for students with learning needs related to nursing skills.
- Collaborate with DEMSN Director and other SON Administration, staff and faculty to recommend changes in SON policies related to the CCE as appropriate.

#### **Qualifications**

- Requires a Master of Science in Nursing
- Current Arizona Nursing license is required

- Requires a minimum of one year of clinical nursing practice. Leadership, simulation, and clinical laboratory experience is preferred.
- Requires working knowledge of *Microsoft Office*.
- Requires excellent written and oral communication skills. Must have the ability to read, interpret, write and complete documents.
- Requires the ability to communicate and respond to both internal and external customers professionally and in a timely manner.
- Requires flexible and collaborative work style, exceptional organizational abilities and the ability to coordinate multiple deadlines simultaneously. Must have the ability to professionally respond to variations in schedules and plans.
- Requires strong problem-solving skills including the ability to develop innovative approaches and ideas and meet challenges with resourcefulness.
- Requires the ability to work evenings, weekends and occasional summer hours.
- Requires the ability to speak and hear. Must be able to freely move throughout the facility. Must have the ability to occasionally lift and/or move up to 30 pounds.

#### **How to Apply**

- Apply on-line at <https://www.alverno.edu/jobs/apply/login.php>
- Please attach your cover letter, resume, and list of references to the online application

*Alverno College is an Equal Opportunity Employer and committed to workplace diversity.*