

Westminster College
POSITION VACANCY

Simulation Lab Manager

Applications are being accepted for a Simulation Lab Manager in Westminster College's Department of Nursing. This is a full-time position that reports to nursing chair. The qualified candidate must hold a BSN degree (previous experience in a simulation lab role will be considered favorably). Prior experience with technology is preferred.

The duties for the Simulation Lab Manager include:

- a) Establish simulation lab policies, procedures, and safety precautions.
- b) Manage the logistics and operations of simulated experiences for students, including those from external partners (e.g., UPMC Jameson, NOGA).
- c) Develop and maintain an inventory plan for all supplies and resources needed to perform simulation scenarios.
- d) Assist in restoring lab to pre-scenario conditions.
- e) Assist faculty and external partners with simulation experiences. Duties include assisting with audio visual equipment, running software programs, and retrieving recordings for student view.
- f) Assist in the research of purchasing options for lab equipment and software.
- g) Participate in professional and technical training.
- h) Oversee the simulation lab budget and project yearly expenditures, ensuring that invoices are paid and subscriptions are renewed.
- i) Assist faculty with the development of new skills modules.
- j) Contribute to accreditation and federal reports by assisting with the assessment of student learning outcomes in simulation environments. Attention to detail and careful recordkeeping are essential.
- k) Perform other duties as assigned by the Chair of the Nursing Department, the Office of Academic Affairs, and the Office of the President.

A student-oriented approach is valued, and a strong customer service focus is expected for maintaining strong relationships with College partners. A collaborative spirit and excellent communication skills are critical success markers for this role.

Review of applications will begin immediately and continue until the position is filled. Interested individuals should submit an electronic cover letter, curriculum vita, transcripts for all collegiate work completed, and the names and contact information for three professional references to Dr. Maria Sapienza, Chair for the Department of Nursing (sapienma@westminster.edu).

Westminster College is an Equal Opportunity Employer, enhancing learning through diversity and inclusion.