



Classification Description

**Job Title: Simulation Operations Specialist I,
Allied Health and Simulation Education**

Pay Grade: 113

Job Code: 4085

FLSA Status: Exempt

Job Purpose

The position provides technical and operational support within Florida SouthWestern State College's School of Health Professions, within Allied Health programs, and the Simulation Center. This position will be tasked with assisting with web-based and onsite healthcare training and simulation education, while supporting the day-to-day operations of the Simulation Center. In addition, this position will assist with healthcare training and simulation scenario planning, setup and implementation.

General Responsibilities

Essential Functions

Promotes growth and development of Allied Health programs and the Simulation Center by assisting in small project planning and support for training and education initiatives.

Collaborates with internal and external stakeholders to support day-to-day Allied Health program and Simulation Center operations.

Assists School of Health Professions administrators in facilitating positive community relations through various avenues including, but not limited to, marketing material development, social media, and promotional activities.

Supports instructors and participants in simulation activities including offering orientation and guidance to optimize learning experiences.

Operates simulators as required by predefined scenarios and provide troubleshooting assistance in collaboration with Simulation Center staff and vendor Customer Support Services.

Actively participates in internal and external School of Health Professions initiatives.

Assists with promotional tours of the Simulation Center, across all campus locations.

Utilizes Microsoft applications (Word, Excel, Outlook, PowerPoint), Windows OS, Mac OS, iOS, Canva, and Metabusness Suite proficiently.

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Assists in coordinating various events and prepares materials for orientations, open houses, and tours.

Supports routine and special Allied Health and Simulation Center projects; provides assistance and information to stakeholders, as needed.

Assists in maintaining various filing systems, including student files, records, forms, and reports.

Prepares accurate meeting minutes for leadership and advisory meetings upon request.

Assists with maintaining budget and accounting records for Allied Health programs and the Simulation Center, which may include purchase orders and requisitions, billing, expenditures, revenues, inventory, payroll, and P-card reconciliation.

Complies with and enforces all applicable safety rules, regulations, and procedures at FSW campus locations and wherever representing FSW (e.g., program site, trade show, etc.).

Performs all duties in complete compliance with all legal and ethical standards.

Maintains security of proprietary information.

Performs other duties as assigned.

These essential job functions are not to be construed as a complete statement of all duties performed; employees will be required to perform other job-related duties as required. An employee with a disability is encouraged to contact the Human Resources Office to evaluate the job in greater detail in order to determine if she/he can perform the essential functions of this job with or without reasonable accommodation.

Knowledge, Skills, and Abilities

Minimum Qualifications

Bachelor's degree from a regionally accredited institution of higher education in a field related to the discipline of work. Related disciplines include Medical, Simulation, IT/AV/ Computer, Business, Communications, and related fields.

One (1) year of related full-time professional work experience. Appropriate combination of education and experience may be substituted.

Adept in using social media platforms, creating social media graphics, and analyzing and reporting data.

Time management, initiative, and a strong aptitude for learning and adapting to new processes, with the ability to be trained effectively. Strong organizational skills and attention to detail.

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Excellent public speaking, written, verbal, and non-verbal communication skills, with the ability to convey confidence and professionalism in all aspects.

Ability to interact with various levels of healthcare, higher education, business, and media professionals.

Familiarity with simulation education.

Knowledge of adult learning theory and application to higher education and healthcare training and simulation.

A valid Florida Driver's License.

Must attend FSW-provided training and obtain BLS, ACLS, PALS, and Stop the Bleed within twelve (12) months of hire.

CHSOS certification is required within eighteen (18) months of hire.

Ability to independently travel as required within the counties served by FSW, whenever needed.

Preferred Qualifications:

Master's degree in a major healthcare field of study.

Previous healthcare simulation experience.

Previous experience in supporting office operations and management.

Digital marketing, social media, and media relations experience.

Experience with digital photography/video production and editing.

Active clinical licensure or certification as an RN, EMTP, RT, or CVT with clinical experience in emergency medicine, disaster medicine, or critical care medicine is strongly preferred.

Bilingual skills are highly desirable.

Experience in providing onsite or remote healthcare education.

Experience supporting web-based healthcare education using Learning Management Systems and video conferencing such as Zoom or a similar platform.

Previous experience as a simulator operator or simulation technician.

CHSE or CHSOS certification at time of hire.

SIMULATION OPERATION SPECIALIST I, ALLIED HEALTH AND SIMULATION EDUCATION

Demonstrated ability to:

- Think critically and creatively, have a high standard of integrity, and be motivated to incorporate best practices into the organizational culture. Exhibit a thorough knowledge of policies, procedures, and outside regulations pertaining to the position.
- Possess a working knowledge of operational and fiscal analysis techniques.
- Take initiative and independently plan, organize, coordinate and perform work in various situations where numerous and diverse demands are involved.
- Anticipate, investigate, and analyze problems and address them proactively.
- Communicate effectively, both orally and in writing.
- Establish and maintain effective working relationships with faculty, staff, students and the public.
- Work in a fast-paced, demanding environment.
- Work independently and follow through on assignments.
- Exhibit solid organizational skills and be detail oriented.
- Work with a variety of constituencies and be willing to contribute to a team effort.
- Exercise discretion and good judgment at all times and in all contexts and maintain confidentiality.
- Work effectively with all constituencies of the College.
- Collect, organize, analyze and present information in a meaningful manner.
- Collaborate and be effective working with diverse populations.

Critical Skills/Expertise

All employees are expected to:

- Promote a common purpose consistent with stated College goals and demonstrate a commitment to students and the learning environment.
- Possess the knowledge of general written standards and procedures utilized, and have the ability to read, interpret, and follow procedural and policy manual related to the job tasks.
- Demonstrate the ability to respond to supervision, guidance and direction in a positive, receptive manner and in accordance with stated policies.
- Provide quality customer service by creating a welcoming and supportive environment.
- Present a professional image in word, action and attire.
- Demonstrate professionalism in dealing with a diverse population while understanding and respecting each other's view of the world, personalities and working styles.
- Conduct oneself in a manner consistent with the College's standards of ethical conduct.
- Apply effective techniques to create working relationships with others to achieve common goals; successfully communicates and collaborates with others to achieve goals.
- Demonstrate skills necessary to look at situations and processes critically to make recommendations for improvement.

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Work Conditions/Physical Demands/Special Conditions

Physical: Routinely requires the ability to see, hear, and speak. Routinely requires sitting, bending, stooping, walking. Able to sit for extended periods of time utilizing computer systems. On occasion, incumbents may be required to push, pull, lift, and move up to 50 pounds (e.g., mannequins).

Environmental: Normal general office.

Mental: Routinely requires the ability to interpret, analyze and perform critical thinking skills.

Approved: August 18, 2023.