



Classification Description

Job Title: Corporate Training and Simulation
Coordinator, Health Professions

Pay Grade: 107

Job Code: 4023

FLSA Status: Non-Exempt

Job Purpose

This position provides administrative work in the development, management, coordination, implementation, and supervision of training/education, and simulation services for the School of Health Professions. The Corporate Training and Simulation Coordinator coordinates seminars, short courses, workshops, simulation activities, and conferences both on and off campus and assists the Director of Corporate Training and Simulation Education with logistical coordination, fiscal analysis, and strategic planning.

General Responsibilities

Essential Functions

Participates in strategic planning for corporate training and simulation for the School of Health Professions including development, coordination and implementation of comprehensive programming.

Collaborates with appropriate College leadership and staff to plan project budgets, monitors project budget expenditures and financial records, makes recommendations for changes to staffing, budgets, supplies and equipment as needed.

Assists with marketing plans and creates marketing materials independently or in collaboration with FSW Marketing and Media.

Collaborates with appropriate staff and instructors in planning and preparing curriculum materials for training/education, and simulation services.

Assists the Director, Corporate Training and Simulation Education to evaluate site affiliations in terms of quality, quantity, and appropriateness of student/participant learning experiences using various techniques.

Coordinates activities with speakers and vendors, securing appropriate rooms with facilities, and providing approved course materials for students, attendees, speakers, sponsors and directors.

Coordinates schedules of students/participants with externship sites in accordance with their enrolled program. Acts as liaison with sites that are used for learning experiences.

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Creates and maintains databases for the purposes of ensuring compliance with state documentation and reporting requirements, revenue tracking purposes, and tracking post-program results.

Manages both manual and computerized records to ensure compliance with state documentation requirements; assists faculty in non-instructional support functions; and provides technical assistance to students and staff.

Prepares and distributes certificates for completed courses.

Enters Continuing Education credits into the Florida portal system, as applicable.

Ensures compliance with criminal background checks for program participants, when applicable.

Collaborates with internal and external committees, as needed.

Performs related work 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.

Two (2) years professional work experience in program support, office management, project management or related field. Relevant internship experience will be considered. Appropriate combination of education and experience may be substituted.

Ability to independently travel to other locations for College business.

Demonstrated proficiency in general office computer software including MS Word, MS Excel, MS PowerPoint.

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.

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- 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.

Work Conditions/Physical Demands/Special Conditions

Physical: Routinely requires the ability to see, hear, and speak. Routinely requires sitting, bending, stooping, walking. On occasion, incumbents may be required to lift 20 or more pounds.

Environmental: Normal general office.

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

Approved: April 8, 2022. Revised: July 1, 2023, and July 1, 2024.