



## HUMAN RESOURCES

**JOB TITLE:** Simulation Lab Technician  
**REPORTS TO:** Program Director  
**DEPARTMENT:** Academic Programs  
**TERM:** 12-month  
**STATUS:** Full-Time/Classified Non-Exempt

### Position Summary:

Under general supervision of the Director, the SIM Lab Technician provides vital technical support and expertise for simulation operations and technology to include preparation, maintenance and repair of complex computerized, high-fidelity manikins and associated software, and the efficient operation of the data capture systems, related multimedia peripherals, and validating data collected during scenarios.

### Essential Functions:

- Provide setup/takedown/moulage of requested simulations.
- Responsible for the preparation of documents, setup boxes, and supplies for each simulation.
- Program, test and run simulation scenarios for faculty simulation facilitators, assuring that the facility, equipment, manikins, standardized patients and supplies are set up appropriately and that desired outcomes will be achieved; interpret and implement changes when necessary.
- Consult with faculty and staff on appropriateness of simulations and ensure accuracy of scenario documents to achieve learning outcomes.
- Provide training/support/consulting to faculty and other simulation center staff in the technical aspects of simulation.
- Provide specialized technical support/maintenance for computer based multimedia systems and their components, including operation of server infrastructure, digital cameras, video cameras, audio/video mixer, digital/analog converter, monitors, and medical equipment.
- Audit, test and ensure all equipment and systems run efficiently according to current specification requirements, keeping apprised of periodic product information releases.
- Understand campus networking and required systems that allow vendors, faculty, staff, and students to access critical materials.
- Keep apprised of all emerging technologies affecting simulation and data capture and participate in technical training.
- Inventory management for simulation and skills lab
- Stocking, organizing, improving systems for supply and inventory control.
- Provide training/support/consultation for faculty and instructional aides in the use and maintenance of Laerdal mannequins.
- Set up/take down of skills labs for multiple programs.
- Perform other related duties as assigned by the Program Director.

### Skills and Abilities:

- Possesses an understanding of the fundamentals of the trade/technical areas of assignment.

- Knowledge of record keeping procedures including the ability to collect and organize data and information.
- Possesses good organizational and prioritization skills with attention to detail.
- Ability to establish and maintain effective working relationships with EVIT staff and students.
- Working knowledge of modern office practices and procedures, including applicable computer operations and software, i.e., Google Workspace, data base management programs.
- Excellent computer skills with proficiency in MS software applications (Word, Excel, PowerPoint), Internet, and database use.
- Technology, multimedia, audio/visual experience including knowledge of networks, computer security, databases, servers, decoders, audio mixers, etc. Ability to assess, troubleshoot and fix equipment and technology failures in a timely fashion.
- Ability to establish and maintain appropriate level of authority as well as creating an atmosphere of support and confidence for students.
- Possesses effective written and verbal communication skills, including grammar, spelling, and punctuation.
- Creativity and flexibility in designing innovative approaches to solving problems and improving processes.
- Maintain confidentiality regarding job assignments, student and patient privacy, and other sensitive issues.
- Comfortable interacting, demonstrating, and modeling potential practical experiences as a live patient for simulation.
- Ability to work with youth (16-17 years old), young adult (18-21 years old), and adult learners effectively.
- Ability to work independently and to manage work assignments with minimum supervision to meet schedules and deadlines in a timely manner, including learning new software/hardware quickly.
- Ability to deal effectively with stress caused by workload, deadlines, and situations as they occur.
- Must be tactful, have good interpersonal skills and sound judgment.

**Minimum Qualifications:**

- HS Diploma or GED required.
- A minimum of one-year experience in the maintenance, use, setup/clean up, repositioning, maneuvering, and handling of LAERDAL mannequins (specifically Nursing Anne, Sim Man, and Sim Mom).
- A minimum one-year experience in simulation for the healthcare professions.
- Experience in pre-hospital, hospital, medical military environment, or any other healthcare or patient/client care experience.

**Licensing/Certification and Other Requirements:**

- Valid Arizona Driver's License.
- Valid Arizona Department of Public Safety Identity Prints (IVP) fingerprint card.
- Proof of immunization against or immunity to measles and rubella if born after January 1, 1957.
- CPR Instructor certification within 1 year of hire.
- INACSL simulation certification within 2 years of hire.

**PREFERRED QUALIFICATIONS:**

- Knowledge of audio/video equipment and software for recording, duplication, and editing.
- Knowledge of medical terminology and human anatomy/physiology
- Healthcare experience/knowledge – LPN, CNA, EMT, MA, or similar credential, or equivalent demonstrated experience.

**ADA and Other Requirements:** Positions in this class typically require: climbing, crawling, stooping, kneeling, crouching, fingering, standing, walking, pushing, reaching, lifting, feeling, talking, hearing, seeing, and repetitive motions.

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