

INSTRUCTIONAL ASSISTANT

Health & Education Simulation Lab

DEFINITION

Under supervision of assigned supervisor/manager, assist faculty in the Nursing and other Allied Health programs by working with students in the improvement of academic knowledge and technical skill in courses taught in the Health and Education Simulation Lab, and related work as required.

TYPICAL DUTIES

Assist faculty in the Nursing and other Allied Health programs; clarify modular content and instructors' assignments; assist students in the use of instructional equipment and autotutorial media; tutor students individually and in groups; oversee students to achieve laboratory learning objectives prepared by the instructors; administer skill and summation examinations; confer with instructors on student progress, class procedures and instructional methods in order to promote clear understanding of expectations; assist faculty with preparation of instructional materials, such as individual learning modules, charts and forms; work collaboratively with faculty to prepare patient charts and related documents; coordinate set up of simulators for scenarios, and assist faculty with computer portion; assure supplies are stocked and available for scheduled scenario use; oversee inventory management, related maintenance records, and other files related to the operation of the simulation lab; maintain records and files of instructional materials and equipment; coordinate troubleshooting for simulators, air compressor, gasses; complete work order requests; create and keep up to date policies relating to the use of the lab; manage print requests; oversee appointment bookings for simulation lab and computer lab usage; manage teaching resources for instructor check-out; oversee students and track timing and attendance for educational endeavors including: viewing videos and online materials, reviewing other educational materials, prepping for an upcoming scenario; act as a lead for temporary employees; perform related duties as required.

QUALIFICATIONS

EXPERIENCE

One year of tutoring, instructional, or work experience in a simulation lab setting or similar experience. (One year of experience is equal to 12 months of experience at 40 hours per week. Applicable part-time experience will be converted to the full-time equivalent for purposes of meeting the experience requirement.)

EDUCATION

Completion of an Associate's Degree from an accredited institution in nursing, allied health, or a related discipline; or 60 semester units (90 quarter units) with 15 semester units in the discipline area. NOTE: One additional year of qualifying experience may be substituted for the one year of the education requirement. One year of education is equal to 30 semester units.

KNOWLEDGE OF

Instructional methods, tutoring and training techniques including curriculum design principles, learning theory, group and individual tutoring techniques, design of individual development plans, and test design principles; basic nursing skills; organizational methods; structure and content of the English language including the meaning and spelling of words, rules of composition, and grammar; numbers, their operations, and interrelationships, including arithmetic; policies, procedures and processes relevant to the service area; use of technology to effectively perform responsibilities, including but not limited to word processing, spreadsheets, databases and desktop publishing; principles and processes for providing effective customer service; composing effective correspondence; communicating effectively with others orally and in writing based on the needs of the audience; administrative and clerical procedures and systems, filing and records management systems, and other office procedures and terminology.

ABILITY TO

Perform the essential functions of the position; sustain regular work attendance; work cooperatively and effectively with the public, students, faculty and staff; exercise initiative and mature judgment; work as a member of a team; meet schedules and timelines; understand and carry out oral and written directions; effectively communicate information and ideas orally and in writing; read, write and use arithmetic at the level required for successful job performance; train others in how to do something, using multiple approaches; use logic and analysis to identify the strengths and weaknesses of different approaches; assess how well one is doing when learning or doing something; reorganize the information to get a better approach to problems or tasks; listen to what other people are saying and ask appropriate questions; be aware of others' reactions and adjust interpersonal skills accordingly; observe and evaluate the outcomes of a problem solution to identify lessons learned or redirect efforts; manage one's own time and the time of others.

TYPICAL EQUIPMENT USED (May include, but not limited to)

Current office technologies including computers, printers, faxes, telephones and copiers; other equipment common to the field to which the position is assigned.