

**Clinical and Simulation Coordinator
Arkansas State University - Newport**

Direct Link: <https://www.AcademicKeys.com/r?job=264438>

Downloaded On: Oct. 27, 2025 6:08pm

Posted Oct. 27, 2025, set to expire Aug. 12, 2026

Job Title Clinical and Simulation Coordinator
Department Arkansas State University-Newport
Institution Arkansas State University - Newport
Newport, Arkansas

Date Posted Oct. 27, 2025

Application Deadline Open until filled
Position Start Date Available immediately

Job Categories Professional Staff

Academic Field(s) Administration - Other

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Job Description

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Clinical and Simulation Coordinator

Location: Newport

Job Code: 387

of Openings: 1

Arkansas State University-Newport

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Position Summary

The Clinical and Simulation Coordinator will provide technical support for all simulation operations, including, but not limited to the following: maintenance and repair of computerized mannequins (software and hardware), and simulation related networks. In addition, this position includes oversight of the day-to-day operations of the clinical coordination under the general supervision of the Director of Nursing. The Clinical and Simulation Coordinator will collect assessment data to ensure that student learning outcomes (SLOs) and institutional learning outcomes (ILOs) are met. Collection and analysis of assessment data will ensure that both the SLO and ILO's have been met at the end of each practicum course. Weekends and nights may be required.

Essential Duties and Responsibilities

Simulation Coordinator

- Understand the use and operation of various simulation technology
- Serve as simulator operator, running pre-programmed scenarios with faculty instructors, assuring all equipment is set up for course programs
- Support/assist in role playing application, props placement and moulage set-up
- Provide technical assistance, support, and training to faculty, instructors, and staff in the use of simulation equipment
- Maintain an updated inventory of supplies and equipment and conduct routine quarterly inventory updates
- Provide recommendation for budgeting and purchase of equipment, supplies and materials
- Conduct ongoing maintenance of all simulation equipment, including cleaning, repairing, and assuring that all equipment is maintained and in good working order at all times
- Maintain a record of repairs required and completed
- Communicate with equipment manufacturers regarding equipment troubleshooting and system problems
- Maintain current knowledge of simulation equipment catalogs and operation manuals
- Participate in ongoing professional development to ensure simulation relevance and current best practices
- Collect and analyze assessment to ensure that both the SLO and ILO's have been met at the end of each practicum course.
- Assist faculty with development of new skill modules.
- Other duties as assigned.

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Clinical Coordinator

- Coordinate day-to-day operations of the clinical schedules including but not limited to clinical coordination and adjunct placement.
- Possess thorough knowledge and understanding of all ASUN policies and actively participate in their implementation and enforcement.
- Hiring and orientation of adjunct faculty as needed.
- Maintaining communication with all adjunct employees.
- Maintaining compliance with industry partners and yearly evaluation of affiliation agreements.
- Other duties as assigned.

Education and Experience

- **Required:**Unencumbered Registered Nursing License and able to practice in Arkansas
- **Required:**A minimum of 2 years of experience working in the Acute Care setting
- **Preferred:**Bachelor's degree or ADN with an unencumbered Registered Nursing license
- **Preferred:**Previous experience in clinical and simulation lab oversight and operations
- Must be able to independently move equipment (less than 25 lbs.) and move manikins (less than 50 lbs.)

Skills and Attributes

- Knowledge of patient simulation, technologies, and applications.
- Knowledge of computer hardware equipment and software applications relevant to simulator functions.
- Knowledge of audio/video equipment and software for recording, duplication, mixing, and editing.
- Proficiency in MS software applications, including MS Outlook, Word, Excel, and PowerPoint as well as Internet and database applications.
- Ability to learn new software and hardware quickly and independently.
- Ability to assess, troubleshoot, and fix equipment failures in a timely fashion.
- Ability to maintain confidentiality regarding job assignments and sensitive issues.
- Ability to work with internal and external individuals from different disciplines and different levels of training.
- Strong written and verbal communication skills

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- Self-motivated and ability to work effectively in team environment.
- Flexibility and adaptability in dynamic environment; able to work evenings/weekends on as needed basis.
- Excellent organizational skills.

RESPONSIBILITY FOR FUNDS, PROPERTY and EQUIPMENT

Responsible for the maintenance of all departmental facilities and equipment.

COMMUNICATION SKILLS

Excellent communication skills are required. Ability to write reports, correspondence, and policy/procedure manuals so others will understand; Ability to effectively present information and respond to questions from faculty, administration or the general public.

CRITICAL THINKING SKILLS

Ability to solve complex problems and deal with a variety of unknown variables in situations where only limited standardization exists.

SUPERVISION RECEIVED

Under direction of the Director of Nursing, working from policies and general directives.

ADMINISTRATION AND MANAGEMENT

Knowledge of business and management principles involved in strategic planning, resource allocation, human resources modeling, leadership technique, production methods, and coordination of people and resources.

PLANNING

Considerable responsibility with regard to general assignments in planning time, method, manner, and/or sequence of performance of own work, in addition, the work operations of a group of employees.

DECISION MAKING

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Performs work operations which permit frequent opportunity for decision-making of major importance and also frequent opportunity for decision-making of significant importance, either of which would significantly affect the operations of the College.

IMPACT OF DECISIONS

Requires making decisions that impact the results of co-workers, clients or the College. Mistakes are not easily correctable and have serious consequences, require making decisions that affect organizational process, the financial resources, and/or the image and reputation of the organization.

CONTACT WITH OTHERS

Involves both furnishing and obtaining information and attempting to influence the decisions of those persons contacted. Regular contact with other College employees at all levels within the organization.

TECHNOLOGY

Knowledgeable in related program and software.

REQUIRED CERTIFICATES, LICENSES, REGISTRATIONS

Unencumbered Registered Nursing License

PHYSICAL ACTIVITIES

The following physical activities described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions and expectations. While performing the functions of this job, the employee is continuously required to talk or hear; frequently required to sit and occasionally required to climb or balance. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision. Manual dexterity and coordination are required over 50% of the work period while operating equipment such as computer keyboard, mouse, calculator and similar machines.

ENVIRONMENTAL CONDITIONS

There are no harmful environmental conditions that are present for this position. Some equipment may

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be hazardous. The noise level in the work environment is usually low to moderate.

To apply, please visit

<https://phe.tbe.taleo.net/phe03/ats/careers/v2/viewRequisition?org=ASUN&cws=37&rid=387>

Contact Information

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

Contact

Arkansas State University-Newport
Arkansas State University - Newport

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