

Job Title:**Simulation Center Resource Assistant, College of Osteopathic Medicine****Job Description:**

The Simulation Center Resource Assistant (SCRA) provides assistant support for day-to-day operations with the Simulation Center team and faculty working in the center. It includes tracking and updating simulation data, generating reports, and finalizing forms, preparation of materials, filing and stocking supplies. This position is responsible for assisting with the simulation process during the time students are in the simulation center.

The individual in this position must be able to communicate with diverse groups of faculty and staff, be detailed oriented, and able to resolve issues within their scope of work in a fast-paced environment.

Reports to:

Simulation Center Director

Classification:

Staff, Full Time, Non-Exempt

Essential Duties:

- Work directly with the Simulation Center Director and Simulation team to assist with material development, copying, filing, signage, etc.
- Assist the Simulation Operations Specialist and Simulation Operations Technicians with inventory organization, identify needs and make recommendations for reorder.
- Check all inventory and stock supplies in all simulation patient rooms weekly and restock as needed.
- Check scenario setup boxes before and after simulation experience using the scenario document to ensure all supplies are ready and restock as needed.
- Help with simulation experiences setup, takedown and basic moulage as requested by Simulation Center staff.
- Copy and collate simulation experience documents in advance.
- Assist faculty and students during simulation experiences to find assigned rooms.
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- Assist with proper care and cleaning in the use and maintenance of simulation equipment and supplies.
- Assist with cleaning of all simulation rooms following simulation experiences.
- Assist with end-of-semester cleaning of all simulation center rooms, manikins, and equipment.
- Contribute to continuous improvement of workplace and simulation center safety.
- Pick up shipments sent to other campus locations or delivery hubs.
- Prepare items for mail or package delivery.
- Assist the Simulation Center Director and the Simulation Operations Technician to complete statistical data capture using EXCEL.
- Assist the Simulation Center Director to create reports from captured data.
- Assist in maintaining all simulation center files (paper and online).
- Print and have available Material Safety Data Sheets (MSDS) associated with purchases of chemical products.
- Performs miscellaneous duties as assigned.

**Qualifications/
Education:****Education:**

- High school diploma or GED.
- One year experience directly related to the duties and responsibilities

Skills & Experience:

- Ability to use a personal computer, laptop, and tablet.
- Competent in using Microsoft applications including Word, Excel, Outlook, and TEAMS.
- Ability to work independently under limited supervision.
- Able to read, understand and follow safety procedures.
- Ensure customer satisfaction through positive rapport, using excellent interpersonal communication skills.
- Demonstrate a welcoming, supportive attitude toward all CHSU employees and customers.
- Able to handle all situations with tact, professionalism, and diplomacy.
- Excellent organizational and prioritization skills with attention to detail.
- Able to work under pressure.
- Creative and flexible in designing innovative approaches to solving problems and improving processes.
- Maintain confidentiality regarding job assignment and sensitive issues.

Compensation:

CHSU offers a competitive benefits and compensation package. Salary is commensurate with experience.

Application Instructions

Interested candidates are to electronically submit a letter of interest, a detailed resume and the names, titles, and contact information of at least (3) professional references. Please send a completed package electronically to careers@chsu.edu and type **Simulation Center Resource Assistant** in the subject field of the email.