



## Lab/Simulation Operations Assistant

**Status:** Non-Exempt  
**Last Updated:** March 2023

High school diploma required. Certified Nursing Assistant certification or 1 year of health care work experience preferred. Certificate in simulation preferred. Understanding in current and trending simulation technologies. Has excellent communication and people skills. Must be dependable, able to communicate effectively, and completely honest and ethical. Exceptional organizational and leadership skills. Aptitude in resolving conflicts and issues. Must be able to coordinate multiple ongoing tasks. Beginning keyboarding/word processing skills, knowledge of English, punctuation, mathematics, and spelling are essential. Must be able to follow oral and written directions, make routine decisions, prioritize jobs, communicate effectively, establish and maintain cooperative working relationships.

Assist department by facilitating and managing operations in Lab/Simulation using organization, prioritization, good judgment, and problem-solving techniques. May also include test proctoring in computer lab. Coordination occurs with both BTECH and WSU faculty and staff.

**Essential Duties:** This position requires extensive hands-on interaction with faculty, staff, and students. As a result, this position requires physical presence to complete the essential duties found below.

- Scheduling of use of Lab/Simulation rooms.
- Continued application of the policy for the interdisciplinary lab/simulation center and program.
- Facilitate running of the assigned lab/simulation rooms for set-up, usage, takedown and maintenance of supplies, equipment, and manikins.
- Maintain/repair low-fidelity, mid-fidelity, and high-fidelity manikins and task trainers.
- Coordinate with WSU and BTECH for supplies, equipment and maintenance of the manikins.
- Collaborate with the Lab/Simulation Director and Operations Manager on training any standardized patients to understand their roles.
- Promote a safe and effective learning environment for students, faculty, and staff.
- Communicate with faculty for lab/simulation directions for lab/sim set-ups, usage and take-down as well as any updates or changes. Storage of faculty/instructor lab/sim manuals for unit labs and simulation student experiences.
- Attendance at Course Lab/Simulation meetings and regular faculty meetings as needed.
- Maintain knowledge of online video recording and electronic medical records which interface with lab/simulation activities.
- Maintain record of equipment troubleshooting, system problems, and repairs.
- Maintain up-to-date knowledge and expertise in the use and operation of practice and simulation lab manikins, models and task trainers.
- Maintain current knowledge of practice laboratory and simulation resources.
- Provide input in the development and maintenance of policies and procedures

- relevant to the use and function of the practice and simulation labs.
- Participate in technical training.
- Performs other duties as assigned.
- Arrives promptly for scheduled exams to troubleshoot computers as needed.
- Follows testing honor code policies for BTECH and WSU.
- Welcomes students and collects sign-up sheets for attendance. No jackets/hoodies/hats allowed.
- Allows only approved aids such as whiteboard, marker and calculators as directed by instructors.
- Ensures cell phones, smart watches, etc. are inaccessible while students are testing.
- Remains available for student questions and/or concerns.
- Alerts instructors to student questions as needed.
- Proctors exams by ensuring students do not access prohibited tools or aids.
- Maintains an organized, efficient, and quiet testing environment.
- Communicates concerns to direct supervisor.
- Turns off equipment and locks the room when testing is completed.

**Physical:**

Reasonable accommodations may be made to enable individuals with disability to perform physical requirements				
Lifting	Mobility/Motor Skills	Sensory	Environment	Employment Category
Up to 20#	Sit, stand, walk, grasp, pull, push, manual dexterity	Visual/Auditory acuity	Office/Classroom	Administrative & Support Business /Computers Interdisciplinary Student Services & Support
Up to 50#	Sit, stand, walk, grasp, pull, push, squat, bend, twist, climb, manual dexterity, fine and gross motor skills	Visual/Auditory acuity, sense of smell & touch	Office; classroom; lab; industry simulation; industry	Custodial Design & Development Health/Dental Information Systems Manufacturing Personal Care Veterinary Technology
Up to 100#	Sit, stand, walk, grasp, pull, push, squat, bend, twist, climb, manual dexterity, fine and gross motor skills	Visual/Auditory acuity; sense of smell & taste as applicable	Office; classroom; lab; industry simulation; industry; temperature, climate, and conditions vary	Construction/Transportation Food Services Security
Over 100#	Sit, stand, walk, run, grasp, pull, push, squat, bend, twist, crawl, climb, balance on varied surfaces, manual dexterity, fine and gross motor skills	Visual/Auditory acuity, sense of smell & touch	Office; classroom; lab; industry simulation; industry; temperature, climate, and condition extremes	Maintenance Public Services