NLRSC Director Position Description

To manage and oversee all operations of the College of Nursing (CON) Nursing Learning Resource and Simulation Center (NLRSC), and to provide support to faculty, staff, and students in the teaching and development of nursing skills, utilization of simulation, and use of instructional technology and media to enhance student learning in undergraduate and graduate academic programs.

Duties:

A. Manage the instructional activities occurring in the NLRSC and support faculty, staff, and students in the delivery of the academic programs. (50%)
   1. Collaborate with program directors and course faculty in planning the delivery of student learning experiences and evaluation activities in the nursing skills, assessment and simulation labs.
   2. Maintain knowledge and expertise of best educational practices and innovations concerning simulation and the development of nursing skills.
   3. Provide leadership for the utilization and integration of clinical simulation in the undergraduate and graduate curricula.
   4. Work with course leaders and faculty in the selection, development and utilization of instructional materials designed to support student learning.
   5. Develop and present training programs for faculty and staff on the use of instructional technologies including simulation.

B. Administer and manage CON instructional technology and media. (20%)
   1. Manage nursing simulation, assessment and skills laboratories to support academic programs.
   2. Maintain library of A-V and educational resources and media to support academic programs.
   3. Coordinate review and recommendation of state-of-the-art educational equipment, resources, media, and technology for the NLRSC to support academic programs.
   4. Coordinate training, support and maintenance of NLRSC skills lab, computer and A-V equipment, media, and other instructional technology, including simulation technologies.
   5. Provide faculty and staff support in the analysis and use of educational media, technology and equipment.

C. Manage personnel and daily operations of the NLRSC. (15%)
   1. Manage budget and daily operations of the NLRSC including ordering supplies and scheduling of staff.
   2. Manage recruitment, hiring, supervision, and performance evaluation of NLRSC personnel.
   3. Coordinate scheduling of NLRSC space and resources.

D. Liaison Activities (8%)
   1. Work with ITS and CON computer support staff to meet the educational needs of the students and faculty development.
   2. Coordinate use of NLRSC space and equipment by groups internal and external to the CON.

E. General College of Nursing Administration (7%)
   1. Participates in selected and relevant CON standing and ad hoc committees and task forces.
Position requires an individual with an R.N. license, a master’s degree in nursing, and other qualifications required by the State Board of Nursing for teaching in an undergraduate nursing program.

Qualifications

Required:

1. A graduate degree in nursing; doctoral degree in nursing or related field preferred.
2. Licensure as a registered nurse in Missouri prior to employment.
3. 3 years of nursing practice experience.
4. Evidence of successful classroom and/or clinical teaching experience.
5. Effective interpersonal skills and cultural competence.
6. Ability to work with a diverse group of students and colleagues.

Preferred:

7. Experience with instructional media and technology.
8. Experience with nursing student or staff education
9. Experience supervising personnel
10. Strong leadership skills
11. Excellent organizational skills
12. Ability to work independently and within teams

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