

COLLEGE OF CENTRAL FLORIDA

JOB DESCRIPTION

JOB TITLE: HEALTH SCIENCES SIMULATION TECHNICIAN

PAY GRADE: P-1

OVERTIME STATUS: NON-EXEMPT

MAJOR RESPONSIBILITY:

To provide technical support to college faculty, staff, and students for the Health Sciences Simulation Center.

At the College of Central Florida, our vision is to be “Your first choice for quality higher education.” We aim to accomplish this by providing a caring and exceptional learning environment that fosters the success of our students and community. Candidates considering becoming part of the CF family must be able to embrace and model this philosophy in their day-to-day responsibilities and demonstrate our standards: professional, responsive, informative, dependable, and engaged.

PREREQUISITES FOR POSITION (Qualification Standards):

1. Education or Training: An Associate’s degree in a related field is required: computer sciences, information technology, or other technical fields. Bachelor's degree preferred in a related field: computer sciences, information technology, or another technical field.
2. Years of experience in the field: At least one year of experience in health-related learning technology, clinical simulation, and/or information technology.
3. Special skills or abilities related to the position: Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint, Windows Media, etc.), proficiency in troubleshooting hardware/software issues, network, and IT environments. Must be able to multi-task and motivated to work with various and changing technology. Must be able to work a flexible schedule (early mornings, late evenings may be required).

ESSENTIAL JOB FUNCTIONS:

1. Quickly identify technology-based problems related to simulation mannequins and the delivery of simulated clinical activities.

ESSENTIAL JOB FUNCTIONS (continued):

2. Design innovative approaches to solving problems while exhibiting creativity and flexibility.
3. Communicate technology problems with appropriate product representatives.
4. Log and monitor technical and programming problems/ requests:
5. Develop and maintain simulation technology procedures.
6. Perform necessary maintenance for simulation equipment and software on a regular schedule and in a timely manner.
7. Perform product updates as directed by the Simulation Coordinator.
8. Maintain expertise related to simulation equipment and software.
9. Network with IT and other simulation technicians in the region/state/nation.

(These essential job functions are not to be construed as a complete statement of all duties performed.)

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

- Acceptable eyesight (with or without correction)
- Acceptable hearing (with or without hearing aids)
- Ability to clearly communicate both orally and in writing on a telephone and on a computer for extended periods of time.
- Routinely requires sitting at a desk and viewing a display screen for extended periods of time
- Ability to access, input, and retrieve information from a computer or other electronic device
- Routinely requires Moderate (up to 40 pounds) lifting and carrying
- Routinely requires Walking, Standing, Sitting, Kneeling, Stooping, Reaching up, Twisting, and Bending.

ENVIRONMENTAL CONDITIONS:

- Works in an office environment.
- Works in a computer room.

(Reasonable accommodations will be made for otherwise qualified individuals with a disability.)

PRIMARY LOCATION OF JOB: Health Sciences Simulation Center, Ocala Campus, Citrus Campus

SUPERVISOR OF POSITION: Dean - Health Sciences