



SENIOR LAB COORDINATOR

Summary of Position:

This is a joint venture project with Meriter and St. Mary's Hospitals and Edgewood College.

The Senior Lab Coordinator works under the direction of the Edgewood College Lab Lead to perform all financial, operational and technical aspects of running a simulation laboratory. Specifically, the person will; responsibly manage lab resources both financial and otherwise; operate both administrative and technical tasks to effectively deliver simulation sessions to internal and external clients; sell, promote and grow the lab to external regional clients.

Responsibilities:

Ensure Financial Management of the Simulation Lab, Support Daily Operation of the Simulation Lab, Maintain Human Simulators and Lab Equipment, Manage Simulation Lab Supplies, Perform Pre-Simulation Activities, Execute Simulation Experience, Perform Post Simulation Activities, Collaborate with Faculty and Staff, Maintain Simulation Lab Documentation, Promote Marketing and Growth of the Simulation Lab, Maintain Professional Development, Simulation Lab Performance Monitoring and Reporting

Qualifications:

- Requires current Wisconsin Registered Nurse license
- Requires minimum of a BS degree in nursing
- Minimum of three (3) years of clinical experience preferably in medical/surgical, critical care, ICU, EMS or paramedic area
- Minimum of one (1) year of experience working with high fidelity simulation mannequins in the role of the key person running the lab
- Broad understanding of computer technology and electronics
- Proficiency in MS software applications including MS Outlook, Word, Excel and PowerPoint, Internet and database use
- Strong organizational skills with the ability to work on multiple items simultaneously
- Work well under pressure
- Self-motivated with the ability to work independently
- Flexibility and adaptability in dynamic environment; able to work early morning or late evening shifts
- Troubleshooting aptitude with an ability to assess, troubleshoot and fix equipment failures in a timely fashion
- Exemplary professionalism, commitment and loyalty

The candidate must actively support the mission of the college by working with faculty, staff and students to share in our core values - truth, compassion, justice, partnership, and community.

To apply: Send a cover letter, resume and a list of references to:

Edgewood College
Human Resources – **SLC**
1000 Edgewood College Drive
Madison, WI 53711
E-mail: humanresources@edgewood.edu
www.edgewood.edu
Equal Opportunity Employer