

POSITION DESCRIPTION

Position Title:	Simulation & Skills Lab Program Assistant
Department:	The Valley Foundation School of Nursing at San Jose State University
Reports To:	Simulation Program Coordinator / Appointed Nursing Skills Lab Faculty / SON Director
Hiring Range:	\$25.96 to \$28.85 per hour
Exempt Status:	Non-Exempt, Full-time Benefitted
Posting Date:	May 21, 2026

The Tower Foundation of San Jose State University is SJSU’s foundation dedicated to philanthropy. Established in 2005, it is responsible for stewarding the university’s endowment, building a culture of philanthropy among its alumni and providing the highest quality service to the university community.

The Valley Foundation School of Nursing is committed to developing compassionate, competent, and practice-ready nursing professionals. Our Simulation & Skills Lab is the heartbeat of that mission: a safe and dynamic, hands-on learning environment where students develop clinical judgment and confidence before entering patient care settings.

We are seeking a diligent, self-motivated Simulation & Skills Lab Program Assistant (SSLPA) who shares our passion for nursing education. This is more than a support role; you are an essential partner in student success. Your attention to detail, proactive problem-solving, and commitment to an excellently functioning lab environment directly impacts the quality of education our students receive and the safety of the patients they will one day care for.

If you take pride in your work, thrive in a collaborative and fast-paced environment, and find meaning in supporting the next generation of healthcare professionals, we encourage you to apply.

POSITION STATEMENT

The SSLPA provides comprehensive administrative and technical support for TVFSoN's clinical simulation facilities, ensuring optimal day-to-day operations. Working under the direction of the Simulation Program Coordinator, Appointed Nursing Skills Lab Faculty, and the School of Nursing Director, this individual maintains lab equipment and simulators, manages inventory and scheduling, supports faculty and students in the use of lab resources, and administers the TVFSoN website.

TECHNICAL DUTIES & RESPONSIBILITIES (60%)

The SSLPA is the primary technical steward of all equipment within the Nursing Simulation and Skills Lab facility. Key responsibilities include:

Simulator & Equipment Operation

- Operate, monitor, and troubleshoot all simulation equipment, including high-fidelity manikin-based simulators (e.g., Gaumard®, Laerdal), task trainers, medication carts, and air compressors
- Manage server-based digital audio-visual recording systems (CAE) and ensure recording equipment is functional and ready for each simulation session
- Support and manage standardized patient simulation activities in collaboration with the Simulation Program Coordinator and faculty
- Maintain all simulators, computer hardware, software, and networking equipment to manufacturer and institutional standards
- Be able to lift up to 50lbs.

Troubleshooting & Vendor Coordination

- Proactively identify and resolve technical issues with medical, computer, and AV equipment; escalate as needed
- Interface with CHHS Tech Support and UCAT personnel for network, hardware, and infrastructure needs
- Communicate directly with simulation vendors (Gaumard®, Laerdal, Pocket Nurse, Medline, and others) for equipment upgrades, troubleshooting, repairs, and warranty service
- Coordinate and implement simulation software updates and system patches

ADMINISTRATIVE DUTIES & RESPONSIBILITIES (40%)

The SSLPA plays a critical organizational role in ensuring the smooth operation of the simulation and skills lab environment:

Scheduling & Coordination

- Schedule all simulation lab sessions, open lab sessions, and reservations for third-floor debrief rooms
- Assist faculty with the preparation and setup of skills courses
- Assist faculty with simulation design, setup, and teardown as needed

Inventory & Supply Management

- Organize and maintain a comprehensive, accurate inventory of all supplies, materials, and equipment in the simulation and skills lab
- Coordinate the purchase of resources, supplies, props, technology, and multimedia equipment in collaboration with other lab personnel
- Maintain repair, maintenance, and warranty records for all equipment
- Coordinate maintenance and repairs with vendors and submit work orders with Facilities Development & Operations (FD&O) as needed

Records, Reporting & Compliance

- Maintain simulation files and produce semester reports for the department
- Maintain property records for the School of Nursing
- Serve as the monthly emergency drill designee for the School of Nursing
- Dispose of sharps containers per university policy; prepare laundry for pickup and return
- Provide administrative support for simulation research activities as time allows
- Perform other duties as assigned

REQUIRED QUALIFICATIONS

To be successful in this role, candidates must demonstrate the following knowledge, skills, and abilities:

- Ability to manage multiple concurrent projects with strong organizational skills and consistent follow-through
- Demonstrated ability to work effectively under pressure and meet established deadlines without loss of quality
- Strong command of English grammar, business writing, punctuation, and spelling — able to produce polished written materials
- Excellent customer service and public relations skills; expert interpersonal abilities for working effectively with internal and external stakeholders
- Demonstrated ability to establish and maintain cooperative, professional working relationships within a diverse and multicultural environment
- Proficiency with multiple software application packages (Microsoft Office Suite, scheduling platforms, web-based tools)
- Experience with PC operation, installation, configuration, and hardware/software troubleshooting

- Demonstrated self-motivation and ability to work independently with minimal supervision
- Genuine commitment to supporting nursing education and student success

DESIRED QUALIFICATIONS

The following qualifications are strongly preferred and will distinguish exceptional candidates:

- Familiarity with audio-visual systems, including video capture, recording systems, and basic hardware and processing functionality
- Familiarity with mechanical and electrical repairs relevant to lab and medical equipment
- Demonstrate ability to quickly learn — installation, configuration, operation, and troubleshooting of medical equipment and medical simulators
- Candidates will be self motivated.
- Exceptional attention to detail and a consistent commitment to following and upholding departmental policies and procedures
- Demonstrated ability to problem-solve simulation production issues independently and under time pressure
- Experience working in a healthcare, simulation, or educational lab environment.
- Familiarity with simulation platforms such as CAE LearningSpace, Laerdal SimPad, or similar systems

EDUCATION & EXPERIENCE

To perform this job successfully, the ideal candidate must be able to perform each essential function satisfactorily.

- Minimum: Associate's degree or equivalent combination of education and experience
- Preferred backgrounds include: healthcare/medical, electronics, information technology, AV production, or related technical fields
- Minimum of two (2) years of professional work experience
- Equivalent combinations of education, certifications, and experience will be considered

WHY JOIN TVFSON?

Working within The Valley Foundation School of Nursing means joining a team that is deeply invested in shaping the future of healthcare. You will work alongside dedicated nursing faculty, collaborate with students who are passionate about patient care, and contribute daily to a mission that matters. We value individuals who bring initiative, heart, and professionalism to their work — and we are committed to fostering an environment where all team members feel supported, respected, and empowered to grow.

SUPERVISORY RESPONSIBILITIES

This position has no supervisory responsibilities.

APPLICATION PROCEDURE

To apply for this position, please submit a cover letter and resume to: Lisa.Rauch@sjsu.edu

The Tower Foundation offers an excellent benefits package including health, dental, and vision coverage, life insurance, short and long-term disability programs, 403B, and vacation and sick leave policies.

Tower Foundation is not a visa sponsoring organization.

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