

Office Assistant IV - Simulation Technician  
University of San Francisco

Direct Link: <https://www.AcademicKeys.com/r?job=120950>

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Posted Mar. 13, 2019, removed May 24, 2019

<b>Job Title</b>	Office Assistant IV - Simulation Technician
<b>Department</b>	N/A
<b>Institution</b>	University of San Francisco San Francisco, California
<b>Date Posted</b>	Mar. 13, 2019
<b>Application Deadline</b>	Open until filled
<b>Position Start Date</b>	Available immediately
<b>Job Categories</b>	Professional Staff Classified Staff
<b>Academic Field(s)</b>	Administrative Support/Services
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**Job Description**

Office Assistant IV - Simulation Technician

University of San Francisco

R0000868

USF Hilltop Campus

Job Title:

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Job Summary:

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The role of the Office Assistant IV (OAIV) - Simulation Technician is to set up, operate, maintain, troubleshoot, and in some cases do basic repairs of simulation equipment (defined as hospital-type equipment used in simulation activities, and AV/IT equipment used in simulation activities). The OAIV - Simulation Technician assists simulation director and orients faculty and learners in the use of technical equipment used in simulation. In addition, assists in operational activities such as staff and maintenance scheduling, and inventory/purchasing functions. The OAIV - Simulation Technician is familiar with the various modalities of simulation education and has a working knowledge of simulation educational principles; thus is able to assist in the development, setup, and delivery, and takedown of simulation education sessions. They will also assist in staff on-boarding and other activities as required.

Full Job Description:

Key Accountabilities:

Simulation Equipment

- \* Sets up and uses functionality of equipment as appropriate for the requirements of each simulation activity and overall activities of the center.
- \* Maintains storage areas to a high standard; selects appropriate storage areas for equipment.
- \* Maintains the clinical and educational equipment to a high standard including cleaning and basic maintenance.
- \* Attends vendor training sessions, conferences, etc. for training on simulation, hospital, and AV/IT equipment.
- \* Operates and is able to troubleshoot hospital equipment used in the simulation/in situ environment (beds, pumps, ventilators, etc.).
- \* Control, program, maintain, and troubleshoot patient simulators (voice and physiological parameters) during scenario-based training sessions, open days, and demonstrations.
- \* Maintains an equipment inventory and schedule of maintenance and technical activities.
- \* Maintains equipment including routine cleaning and care, advanced maintenance (including parts repair and replacement), and coordinates with vendors to send equipment for repair/servicing when needed.

Simulation Environment

- \* Sets up using appropriate checklists for environment/simulation.
- \* Operates equipment/AV system in rooms including equipment, supplies, moulage, etc. for simulation activities
- \* Take down and debriefing

Audiovisual equipment/LMS

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- \* Has knowledge of LMS and AV systems and can assist and advise clinical educators to maximize use.
- \* Oversees installation, installs, tests, and operates IT and AV equipment and software or delegates to appropriate technicians.
- \* Operates AV/LMS systems in context of overall simulation infrastructure.
- \* Operates AV system components/functions including cameras, recording/playback, exporting, etc.; troubleshoots AV system; understands interface with hospital AV systems.
- \* Operates AV systems remotely and uses mobile AV systems.

### Script or scenario

Involved with scenario planning and design and can give advice on the integrity of the scenario by contributing to testing.

Assists with the running of scenarios including directing and coordination of scenarios.

May be involved with the educational aspects of scenarios including debriefing/feedback.

Instructs actors or acts during scenarios; acts as voice of manikin during scenarios.

### Quality Assurance

- \* Under the direction of the Simulation Director, maintains systems, staff availability and scheduling, and equipment to a high standard.
- \* Under the direction of the Simulation Director, ensures compliance with the legal and regulatory.
- \* Actively involved in implementing quality improvement programs using simulation to promote standards and policies.

### Inventory Control/Purchasing

- \* Maintains stock levels to meet maintenance needs.
- \* Makes recommendations for the purchase of equipment, supplies, and materials required for simulation-based sessions.

### Advisory

- \* Introduces to instructors the different modalities of simulation training to meet learning objectives and which is appropriate to selected learners - mannequin, part task trainer, SP, etc.
  - \* Advises instructors during the design and running of scenarios.
  - \* Assists with other staff from the simulation team to develop training programs and clinical scenarios.
- Involved with scenario planning and design and can give advice on the integrity of the scenario by contributing to testing.

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### Other

- \* Collaborates with other staff from the simulation team to run training programs and clinical scenarios.
- \* Supports learners to maintain a safe learning environment.
- \* May be involved with the educational aspects of scenarios including debriefing/feedback.
- \* Assists with other simulation staff to develop training programs and clinical scenarios.
- \* Suggests and implements solutions to enhance the delivery of simulation-based education through technological developments and creation of artifacts, such as moulage.
- \* Assists with the piloting and delivery of simulation-based training and other educational activities undertaken during the simulation project, commissioning, and operational phases.
- \* Troubleshoots technical issues with mannequins and equipment and can mobilize resources to ensure functionality of equipment for course requirements.

### IT/Technical Duties

- \* Coordinates with Technical Services (IM and Biomedical Engineering) to ensure the AV/IT system, simulation equipment, and hospital-type equipment for simulation center-based and in-situ training is always operational.
- \* Contributes to the strategic planning of the technical infrastructure of the simulation centre in relation to its mission statement.
- \* Reports any technical issues or risks to the Operations Manager that could impact on delivery of services.

### Coordination of Activities

- \* Maintains awareness of scheduling issues in relation to availability of physical and technical resources.
- \* Coordinates and maintains operations manuals in conjunction with vendors and supplies teaching aids to support the clinical educators.

### Professional Development

- \* Participates in professional and educational activities to maintain professional competencies and current knowledge base.

In view of the evolving needs and opportunities, this position may be required to perform other duties as assigned and reporting relationships may vary.

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### Requirements:

- \* Post high school education preferred
  - \* Training or experience equivalent to two years of clerical experience or related education
  - \* At least two years' experience as a technician in a simulation center including experience in maintaining an equipment inventory and maintenance schedule
  - \* Demonstrated ability to operate, maintain, and troubleshoot simulation, hospital, and IT/AV equipment and software used in a clinical education environment
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- \* Thorough and comprehensive knowledge of office procedures, practices and methods, and the ability to interpret needs and take the appropriate course of actions
  - \* Ability to communicate technical information to non-technical audiences
  - \* Demonstrated adaptability and resourcefulness
  - \* Ability to acquire new skills and learn new procedures
  - \* Fluency in written and spoken English.
  - \* Experience working with computer database systems, word processing and spreadsheet software.
  - \* Must be customer service and team oriented.

### Full-Time/Part-Time:

Part time

### Pay Rate:

Hourly

To apply, visit [url=https://apptrkr.com/1415490]https://usfca.wd5.myworkdayjobs.com/en-US/USF\_Staff/job/USF-Hilltop-Campus/Office-Assistant-IV---Simulation-Technician\_R0000868.

The University of San Francisco is located in the heart of one of the worlds most innovative and diverse cities, and is home to a vibrant academic community of students and faculty who achieve excellence in their fields. Its diverse student body enjoys direct access to faculty, small classes and outstanding opportunities in the city itself. USF is San Francisco's first university, and its Jesuit Catholic mission helps ignite a students passion for social justice and a desire to Change the World From Here. For more information, visit <http://www.usfca.edu>.

### Contact Information



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**Contact**

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