

Posting #24-038CU

## **Nursing Lab & Simulation Coordinator** **School of Nursing** **Regular, Part-time (0.6 FTE)** **Terrace**

### **Purpose**

The Nursing Lab and Simulation Coordinator reports to the Assistant Manager, Faculty of Human and Health Sciences (FHHS), School of Nursing, and is part of the lab Coordination Team. The Nursing Lab and Simulation Coordinator works closely with the faculty coordinators responsible for nursing labs and simulation, and with the Nursing Lab and Simulation Coordinators at other campuses. The Nursing Lab and Simulation Coordinator works with School of Nursing staff, faculty, and instructors, with internal stakeholders in other UNBC departments, and with external stakeholders to effectively support the operation, organization, and delivery of lab and simulation instruction across the School of Nursing programs. This position will be based in Terrace, B.C., with duties at the UNBC Northwest Campus, and at Mills Memorial Hospital in Terrace.

### **Responsibilities**

Duties include but are not limited to:

- Working within a team of lab and sim coordinators to deliver high quality support for lab and sim teaching activities across the School of Nursing;
- Liaising with internal and external stakeholders to support the operation, organization, and delivery of lab and sim instruction;
- Organizing and coordinating lab space at the South-Central Campus in Terrace, including:
  - Supporting the setup and breakdown of weekly lab activities and general upkeep of lab space and supplies;
  - Tracking and ordering of consumable lab supplies; *and*
  - Tracking and maintenance of teaching equipment and overseeing a replacement schedule for non-consumable equipment.
- Working with Lab Leads, Lab Facilitators, and Sim Instructors to meet expectations for lab and sim setup and instruction (may include running sim equipment during teaching);
- Coordinating scheduling and booking of Nursing-specific lab and classroom spaces, and facilitates booking of other lab and classroom spaces to meet lab and sim instruction needs (both at UNBC campuses and at other facilities, e.g., Mills Memorial Hospital);
- Working with lab and sim instructors to ensure that simulation scenarios are kept up to date, including staying current on available simulation tools and equipment;
- Working with the Student Success Coordinator, Administrative Assistants, FHHS, and Assistant Manager, FHHS, School of Nursing, to ensure that lab orders are fulfilled and that expenses fall within budgetary guidelines;
- Working with the Student Success Coordinator and the Campus Liaison and Operations Manager to ensure lab space maintenance and coordination; and
- Working with the School of Nursing staff, faculty, and instructors, oversees all general administrative lab and simulation-related activities in Terrace; and collaborates with Nursing lab and Simulation Coordinators at other campuses to ensure program-wide consistency.

## Qualifications

The successful candidate must possess a two-year certificate or diploma, preferably in a recognized health-related or technology field (e.g., LPN, CNA, Medical Office Assistant, IT Support). A Baccalaureate degree in Nursing or other health-related field is an asset. Minimum one-year related work experience, preferably in a health-related setting such as a medical or healthcare office or post-secondary setting. Experience with responsibility for supplies inventory tracking and ordering is an asset. Direct experience in healthcare Simulation environments, including Certified Healthcare Simulation Operations Specialist (CHSOS) certification, will be considered an asset.

It is necessary to have the ability to work independently with minimal supervision in a busy and challenging environment, as an active member of an integrated, cross-campus team. The candidate must be able to manage a workload with high levels of organization, accuracy, and attention to detail, with the ability to prioritize tasks and meet deadlines. Exceptional interpersonal, and both written and verbal communication skills with an aptitude for building relationships are crucial. Sound judgement and discernment with problem solving skills are essential to success. Proficiency with the Microsoft Office Suite (including Word, Excel, Teams, Access, Outlook) and video conferencing software (eg, Zoom) are essential; experience with learning management systems and Simulation software related to healthcare are considered an asset. A working knowledge of the *Freedom of Information and Protection of Privacy Act (FOIPPA)* should be demonstrated. This position will require regular travel between the Northwest Campus and the Mills Memorial Hospital in Terrace and may require some travel by road or air to campuses outside of Terrace.

## Salary

This position has been classified at a Grade 5. The annual salary range for this position is \$53,489.80 to \$55,673.80 and the normal starting salary will be \$53,489.80.

UNBC offers employee tuition waivers (includes spouse and dependents), excellent benefit and pension packages, employee training and development opportunities, as well as relocation assistance. For more details please see:

<http://www.unbc.ca/human-resources/employee-benefits>

<http://www.unbc.ca/human-resources/unbc-pension-plan>

Normal hours of work will be 8:30am – 4:30pm, Monday through Friday.

## Our Commitment to Diversity and Employment Equity

The University of Northern British Columbia is fully committed to creating and maintaining an equitable, diverse, and inclusive environment that is accessible to all. We are devoted to ensuring a welcoming, safe, and inclusive campus free from harassment, bullying, and discrimination. This commitment is woven into our motto and mission. In the Dakelh language, UNBC's motto 'En Cha Huná translates to "they also live" and means respect for all living things. Through the respect for all living things, we are able to grow and learn better together, each bringing our own unique individual differences and contributions to inspire leaders for tomorrow by influencing the world today.

Employment equity requires that we remove barriers and overcome both direct and indirect discrimination. In this way, the pool of excellent candidates increases substantially. We encourage applications from members of groups that have been marginalized on any grounds enumerated under the B.C. Human Rights Code, including sex, sexual orientation, gender identity or expression, racialization,



disability, political belief, religion, marital or family status, age, and/or status as a First Nation, Metis, Inuit, or Indigenous person.

## About the Community

Since its founding in 1990, the University of Northern British Columbia (UNBC) has emerged as one of Canada's best small research-intensive universities, with a passion for teaching, discovery, people, and the North. UNBC's excellence is derived from community-inspired research, hands-on learning, and alumni who are leading change around the world.

Since time immemorial, Indigenous peoples have walked gently on the diverse traditional territories where the University of Northern British Columbia community is grateful to live, work, learn, and play. We are committed to building and nurturing relationships with Indigenous peoples, we acknowledge their traditional lands, and we thank them for their hospitality. UNBC's largest campus in Prince George is located on the traditional unceded territory of the Lheidli T'enneh, in the spectacular landscape near the geographic centre of beautiful British Columbia.

UNBC consistently ranks in the top three in its category in the annual Maclean's university rankings. UNBC also recently placed among the top five per cent of higher education institutions worldwide by the Times Higher Education World University Rankings.

With a diverse student population, the University is friendly, inclusive, and supportive. Prince George is a city of ~80,000 people with impressive cultural, educational, and recreational amenities. For more information about living and working in Prince George, please refer to <http://www.unbc.ca/experience> and <https://moveupprincegeorge.ca>. Make your mark with this leading post-secondary institution.

## To Apply

The University of Northern British Columbia is committed to employment equity and encourages applications from the four designated groups (women, Indigenous peoples, persons with disabilities, and members of visible minorities) as well as the 2SLGBTQ+ communities and individuals with intersectional identities.

Persons with disabilities, who anticipate needing accommodation for any part of the application and hiring process, may contact UNBC Health & Wellbeing at [wellbeing@unbc.ca](mailto:wellbeing@unbc.ca). Any personal information provided will be maintained in confidence.

**Internal applicants from CUPE Local 3799 will be given priority consideration.**

Please forward your resume and proof of education (e.g. copy of transcripts or copy of degree/diploma) and include the competition number #24-038CU in the subject line to:

Human Resources, University of Northern British Columbia,  
3333 University Way, Prince George, BC, V2N 4Z9

Email submissions: [HRecruit@unbc.ca](mailto:HRecruit@unbc.ca)

Inquiries: (250) 960-5521

*All qualified candidates are encouraged to apply; however, Canadians and permanent residents will be given priority. We thank all applicants for their interest in UNBC however, only those applicants selected for further consideration will be contacted.*

**Applications will be accepted until the position is filled.**

