



**Simulation Technician**  
*Part-Time*

Job Order 601858  
June 28, 2018

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**Department:** Health Sciences and Education   **Reports To:** Associate Dean, Health Sciences and Education  
**FLSA Status:** Non-Exempt  
**Salary Grade:** PB  
**Position #:** 07100242

**LOCATION:** Green Bay Campus  
**HOURS:** 24 hours per week. Flexibility required, as hours will vary, Monday-Friday, 8am-8pm  
**STARTING RATE OF PAY:** \$17.55/hour.

**Required online application available on website: [www.nwtc.edu/jobs](http://www.nwtc.edu/jobs)**

**Location:** Northeast Wisconsin Technical College, Human Resources, 2740 West Mason Street, Green Bay, WI 54307-9042. All postings are considered current and available until removed from the website.

Northeast Wisconsin Technical College is committed to promoting a learning environment where employees and students of differing perspectives and cultural backgrounds pursue career and academic goals embraced in an environment of respect and shared inquiry.

***The College is seeking to attract ethnically diverse instructors and staff who can inspire our increasingly diverse student population.***

**POSITION SUMMARY**

Support and assist faculty and students in the delivery of simulations in the NWTC Health Sciences programs. Operate simulation training equipment. Maintain inventory, organize and setup simulation lab space. Clean and maintain all equipment utilized in simulation training.

**ESSENTIAL FUNCTIONS**

**Reasonable Accommodations Statement**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable Accommodations may be made to enable qualified individuals with disabilities to perform the functions identified in the job description.

**Essential Functions Statement(s)**

- Maintain simulation lab, including daily set-ups, proper usage and full functionality of simulation equipment
- Support and work with faculty and other simulation staff to present scenarios to students.
- Orient new faculty/students/staff to simulators and simulation lab policies and procedures.
- Move/lift simulation lab equipment and/or furniture as needed.
- Provides the initial set-up and operates simulation lab equipment necessary during simulation training sessions.
- Maintains current knowledge and expertise in existing and emerging simulation training technologies.
- Provide assistance in the Nursing Skills Lab as needed.
- Attends, assists with, and participates in college, division, and department meetings and events relevant to position.

**POSITION QUALIFICATIONS**

**Competency Statement(s)**

- Values - Demonstrate behaviors and action that support the College’s values - Customer Focus, Everyone Has Worth, Passion and Inspiration, Collaboration, Emotional Intelligence, Results and Accountability, Valuing Talent and Well Being, and Ethics.
- Student Success – Demonstrate behaviors and actions that support student recruitment, retention, and student success initiatives.
- Diversity Oriented - Ability to work effectively with people regardless of their age, gender, race, ethnicity, religion, or job type.
- Accountability - Ability to accept responsibility and account for his/her actions.
- Communication, Oral - Ability to communicate effectively with others using the spoken word.
- Customer Oriented - Ability to take care of the customers’ needs while following company procedures.
- Detail Oriented - Ability to pay attention to the minute details of a project or task.
- Interpersonal - Ability to get along well with a variety of personalities and individuals.
- Organized - Possessing the trait of being organized or following a systematic method of performing a task.
- Reliability - The trait of being dependable and trustworthy.

**SKILLS & ABILITIES**

**Education:** Technical Diploma in health related field.

**Experience:** One year of experience working in a healthcare setting.

*\*\*An equivalent combination of education and work experience may be considered*

**Computer Skills**

Microsoft Office Suite, PC and MAC/Apple Operating systems, PeopleSoft preferred

**PHYSICAL DEMANDS**

- N (Not Applicable)** Activity is not applicable to this occupation.  
**O (Occasionally)** Occupation requires this activity up to 33% of the time (0 - 2.5+ hrs/day)  
**F (Frequently)** Occupation requires this activity from 33% - 66% of the time (2.5 - 5.5+ hrs/day)  
**C (Constantly)** Occupation requires this activity more than 66% of the time (5.5+ hrs/day)

Physical Demands		Lift/Carry	
Stand	F (Frequently)	10 lbs or less	F (Frequently)
Walk	F (Frequently)	11-20 lbs	O (Occasionally)
Sit	F (Frequently)	21-50 lbs	O (Occasionally)
Handling / Fingering	F (Frequently)	51-100 lbs	O (Occasionally)
Reach Outward	O (Occasionally)	<b>Over 100 lbs</b>	N (Not Applicable)
Reach Above Shoulder	O (Occasionally)	Push/Pull	
Climb	O (Occasionally)	12 lbs or less	O (Occasionally)
Crawl	O (Occasionally)	13-25 lbs	O (Occasionally)
Squat or Kneel	O (Occasionally)	26-40 lbs	O (Occasionally)
Bend	O (Occasionally)	41-100 lbs	O (Occasionally)

The College has reviewed this job description to ensure that essential functions and basic duties have been included. It is intended to provide guidelines for job expectations and the employee's ability to perform the position described. It is not intended to be construed as an exhaustive list of all functions, responsibilities, skills and abilities. Additional functions and requirements may be assigned by supervisors as deemed appropriate. This document does not represent a contract of employment, and the College reserves the right to change this job description and/or assign tasks for the employee to perform, as the College may deem appropriate.

NWTC does not discriminate on the basis of age, race, color, disability, sex, gender, sexual orientation, gender identity, national origin or other protected classes