



COMMUNITY COLLEGE  
OF RHODE ISLAND

Office of Human Resources

**POSITION DESCRIPTION**

**POSITION:** Simulation Technician

**LOCATION:** Primarily located at the Lincoln Campus

**APPOINTMENT:** Permanent

**SALARY:** PSA 09

**ABOUT CCRI:**

The Community College of Rhode Island is the state's only public comprehensive associate degree and certificate-granting institution. We provide affordable open access to higher education at locations throughout Rhode Island. Our primary mission is to offer recent high school graduates and adult learners the opportunity to acquire the knowledge and skills necessary for intellectual, professional and personal growth through an array of academic, career and lifelong learning programs.

At CCRI, we are committed to building an inclusive and diverse campus community. We strive to hire and retain culturally competent faculty and staff members who reflect the demographics of our state and our increasingly diverse student population.

We believe that our diversity is our strength. We celebrate, support and thrive on the diverse experiences, backgrounds, and perspectives that are represented across our four campuses.

We are OneCCRI, working together to prepare learners to achieve their highest potential.

To learn about what employees value at CCRI and what it means to work here, please read about our Guiding Principles and watch videos of our employees doing what they do best: <https://www.ccri.edu/equity/culture/guidingprinciples.html>

**JOB SUMMARY:**

Under the direction and supervision of the Coordinator of Nursing Clinical Education, the Simulation Technician will provide technical support for all simulation operations, including, but not limited to: maintenance and repair of computerized mannequins (software and hardware).

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

Training/Support:

- Understand the use and operation of different simulator technology.
- Serve as simulator operator running pre-programmed scenarios with faculty instructors, assuring all equipment is set up for course programs.

- Support/assist in role playing applications, props placement and moulage set-up.
- Provide technical assistance, support and training to faculty, instructors and staff in use of simulation equipment, as necessary.
- Assist faculty with the development of new skills modules.

#### Inventory/Maintenance:

- Maintain inventory of supplies and equipment and conduct routine inventory updates. Provide recommendations for budgeting and purchase of equipment, supplies and materials.
- Conduct ongoing maintenance of all simulation equipment, including cleaning, repairing, assuring that all equipment is maintained in good working order at all times.
- Maintain record of repairs required and completed.
- Interface with equipment manufacturers regarding equipment troubleshooting and system problems.
- Maintain current knowledge of simulation equipment catalogs and operation manuals
- Participate in technical training as necessary.

#### Departmental Support:

- Assist with special projects or initiatives as needed.
- Assist the Coordinator of Nursing Clinical Education in equipment budgeting for Center.
- Perform other related duties as required.

#### Mission/Student Success:

- Demonstrate a commitment to the philosophy and mission of a comprehensive community college.
- Work collaboratively in a diverse, inclusive and student-centered environment, and with students of various learning styles, cultures, identities, and life-experiences.

The most suitably qualified candidate will possess the following competencies:

- Ability to learn new software and hardware quickly and independently.
- Ability to assess, troubleshoot, and fix equipment failures in a timely fashion.
- Ability to maintain confidentiality regarding job assignments and sensitive issues.
- Ability to work with internal and external individuals from different disciplines and different levels of training.
- Strong written and verbal communication skills.
- Self-motivated and ability to work effectively in team environment.
- Flexible and adaptable in a dynamic environment; able to work evenings/weekends on as needed basis.
- Excellent organizational skills.
- Will have knowledge of patient simulation, technologies and applications.
- Will have knowledge of computer hardware equipment and software applications relevant to simulator functions.
- Will have knowledge of audio/video equipment and software for recording, duplication, mixing and editing.
- Will be proficient in MS software applications including MS Outlook, Word, Excel, and PowerPoint as well as Internet and database applications.

#### **QUALIFICATIONS:**

- Associate's degree in technology or a health-related field is required.
- Must be able to independently move equipment (less than 25 lbs.) and move manikins (less than 50 lbs.) with the assistance of others.

## **CCRI is an Equal Opportunity / Affirmative Action Employer.**

We recognize that diversity and inclusivity are essential to creating a dynamic, positive and high-performing educational and work environment. We welcome applicants who can contribute to the College's commitment to excellence created by diversity and inclusivity.

CCRI prohibits discrimination, including harassment and retaliation, on the basis of race, color, national or ethnic origin, gender, gender identity or expression, religion, disability, age, sexual orientation, genetic information, marital status, citizenship status or status as a protected veteran. Inquiries or complaints concerning discrimination shall be referred to the College's Title IX Coordinator at: [TitleIXCoordinator@ccri.edu](mailto:TitleIXCoordinator@ccri.edu).

The Jeanne Clery Act requires institutions of higher education to disclose campus policy statements and crime statistics. Our annual report is available here:  
<https://ccri.edu/campuspolice/pdfs/ASR-Final-92019.pdf>

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