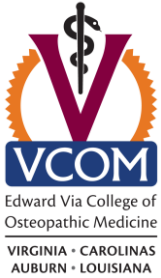


Position Description



Job Title: Simulation Center Coordinator	
Department: Simulation Center	Date: June 2025
FLSA: Non-Exempt	Work Location: Carolinas Campus
Employee Category: Classified Staff	Work Schedule: M–F 8:00am – 5:00pm
Reports to: Associate Dean for Center for Simulation and Technology	Percent Employment: 100%
Direct Reports: N/A	

- I. **Job Summary:** Working under the supervision of the Associate Dean of Simulation and Educational Technology, the full-time Simulation Center Coordinator performs a wide range of administrative and office support activities for the department. The coordinator will provide quality administrative support by displaying sound judgment, accuracy, diplomacy, confidentiality, and discretion. The duties include maintaining purchase orders, department finances, inventory items, maintaining logistical support for research projects and sub-departmental surveys. This position assists the Associate Dean of Simulation and Educational Technology with the organizing ongoing research projects. This position coordinates the ultrasound program, including an elective course for fourth year osteopathic medical students.

II. **Job Duties:**

Administrative Support

1. Department Finances
 - a. Review, file, and code purchase orders
 - b. Review, file, and code staffing invoices
 - c. Log monthly credit card report
 - d. Monitor budget and non-budget items
 - e. Submit all financial documents to the Finance Department
 - f. Develop and maintain annual budget reports and requests for budget changes
 - g. Meet with Associate Dean for Center for Simulation and Technology for budget development
2. Inventory
 - a. Learn inventory management system
 - b. Assist in asset and stock inventory
 - c. Assist in ordering stock as needed
3. General
 - a. Submit Annual Staff Report
 - b. Participate in campus-wide events including White Coat Ceremony and Graduation events
 - c. Assist department with tours of Simulation Center

- d. Assist the Associate Dean in human resource issues.
- 4. Support of the Associate Dean
 - a. Perform general office and administrative support duties including scan, copy, and fax documents; prepare, edit, and proofread documents; send meeting announcements and reminders; order office supplies for clinical faculty and staff per request; and schedule appointments for the department
 - b. Utilize Microsoft Word, Excel, PowerPoint, Outlook, and the Internet proficiently for creating documents, reports, surveys, databases, and sign-up systems to schedule appointments for large groups. Proficiency in this area is a must.
 - c. Create, access and merge databases efficiently and accurately to provide information as required to support the department and college. Assist with travel arrangements and conference registrations.
 - d. Make hotel and flight reservations as needed; obtain directions; create event folders with hotel and flight confirmations, directions, agenda, etc.

Research Coordinator

- 5. Instructor support
 - a. Attend research team meetings to assist with scheduling and documentation of project progress.
 - b. Develop and maintain a logistic record of the progress of research projects.
 - c. Assist the Associate Dean of Simulation and Educational Technology with coordinating schedules and scheduling meetings with the team members.

Ultrasound Coordinator

- 6. Student assistance
 - a. Send registration e-mail to each student
 - b. Create and maintain class registration.
 - c. Communicate with students regarding course dates, requirements, and structure
 - d. Monitor attendance and report absences to the Associate Dean
 - e. Reserve appropriate rooms and equipment for each session
- 7. Instructor support
 - a. Communicate with instructors about schedules and assist in securing instructors for sessions
 - b. Request purchase of and provide essential instructional equipment
 - c. Assure accurate and timely reporting of instructor's hours and invoices to the Associate Dean
- 8. Equipment and supplies management
 - a. Maintain a log of ultrasound equipment
 - b. Establish a process of distributing and recovering equipment
 - c. Submit requests for ultrasound supplies
 - d. Keep maintenance records and service agreements up to date.
- 9. Support of the Associate Dean
 - a. Assist in the development and implementation of curriculum
 - b. Prepare course completion reports
 - c. Deliver completed reports to the Med-Ed and other departments
- 10. Perform other duties as assigned

III. Required Qualifications:

- Education: Bachelor's or Associate Degree, or equivalent experience
- Licensure or certification: None
- Experience: One to three years prior experience in office management preferred

Skills required for this position include:

- Excellent interpersonal and communications skills
- Excellent presentation of self as a professional including dress, confidential behaviors, and serving as a positive face for the College
- Strong team player
- Commitment to company values
- High level of computer proficiency including but not limited to Microsoft Outlook, Word, Excel, Access, updating the website, Facebook, and use of email.
- Must be highly organized and maintain organization in a busy and often chaotic environment.

Preferences are given to candidates who have worked in academic environments.

Successful candidate will be subject to a criminal history background check.

Regular, reliable or predictable attendance is an essential function of the job.

- IV. Working Conditions and Efforts:** The physical demands and work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical demands: While performing the duties of this job, the employee is occasionally required to sit; use hands and vision for office equipment such as computers; talk or hear; moderate telephone usage. The employee must occasionally lift and/or move up to 30 pounds.

Work environment: Office environment. Outside travel required 0-5% of time. The noise level in the work environment is usually minimal.

This position is classified as a non-exempt position because it does not require that the candidate/employee exercise independent judgement and discretion regarding matters of significance.

Employment with VCOM is "at-will." This means employment is for an indefinite period of time and it is subject to termination by the employee or by VCOM, with or without cause,

with or without notice, and at any time. Nothing in this position description or any other policy of VCOM shall be interpreted to be in conflict with or to eliminate or modify in any way, the “at-will” employment status of VCOM employees.

- I. **VCOM Core Values:** The employee is expected to adhere to all VCOM policies. As the environment is a professional college, the VCOM faculty/staff are expected to dress and behave in a professional manner at work. VCOM faculty/staff are expected as VCOM employees, to be a person who obeys all laws and professional expectations of an upstanding citizen of the community. VCOM expects all faculty/ staff to maintain a positive attitude in all working relationships with all VCOM departments, employees, students, prospective students, and colleagues and to treat all others engaged in the duties of the employment, with mutual respect.