



Position Description

Job Title: Simulation Center Coordinator and Administrative Assistant to the Senior Associate Dean of Simulation and Educational Technology	
Department: Simulation Center	Date: September 2026
FLSA: Non-Exempt	Work Location: Virginia (onsite)
Employee Category: Classified Staff	Work Schedule: Mon. – Fri. 8:00 am – 5:00 pm; may require adjustments to the schedule to allow for additional late hours or weekend work.
Reports To: Senior Associate Dean of Simulation and Educational Technology	Percent Employment: 100%
Direct Reports: None	

I. Position Summary

The Simulation Center Coordinator and Administrative Assistant to the Senior Associate Dean of Simulation and Educational Technology serves as the primary administrative staff for the VCOM Simulation and Educational Technology Center – Virginia. The Simulation Center Coordinator reports to the Senior Associate Dean of Simulation and Educational Technology. This position provides high quality support by displaying sound judgment, accuracy, diplomacy, confidentiality, and discretion. The primary duties include management of calendars, maintaining purchase orders, department finances, inventory items, department tours, and scheduling of Sim Center events.

Other duties include general receptionist duties (answering phones, meeting and greeting clients and visitors), general clerical duties (assisting in organizing a wide variety of office functions, coordinating files and records, coordinating schedules).

The position is a part of an innovative team led by the Senior Associate Dean for Simulation and Technology.

II. Position Duties

The following description of responsibilities includes those listed in the summary and is intended to reflect the major responsibilities and duties in order of importance, but is not intended to describe all duties and responsibilities that are required for the position or that may be assigned from time to time.

1. Simulation Center Coordinator

a. Standardized Patient

As the Simulation Center works as a “team,” the collaboration with the Director of Standardized Patient is essential for operation. As deemed necessary the Simulation Center Coordinator will assist in the development, assessment, and coordination of standardized patient sessions that support VCOM students, residents, and other allied health field competency based training.

- b. High Fidelity Manikin Based and Virtual Simulation
As the Simulation Center works as a “team,” the collaboration with the Director of High Fidelity Manikin Based and Virtual Simulation is essential for operation. As deemed necessary the Simulation Center Coordinator will assist in the development, assessment, and coordination of manikin based and virtual simulation sessions that support VCOM students, residents, and other allied health field competency based training.
- c. Clinical Procedural Skills
As the Simulation Center works as a “team,” the collaboration with the Clinical Procedural Skills Program Manager is essential for operation. As deemed necessary the Simulation Center Coordinator will assist in the development, assessment, and coordination of clinical procedural skills sessions that support VCOM students, residents, and other allied health field competency based training.
- d. Curricular Improvement Support
As the Simulation Center works as a “team,” the collaboration with the Senior Simulation Data Analyst and Educational Specialist is essential for operation. As deemed necessary the Simulation Center Coordinator will assist in assembling reports for submission to administration on student/physician performance.

2. Administrative Assistant

- a. Department Finances
 - (1) Review, file, and code purchase orders
 - (2) Review, file, and code staffing invoices
 - (3) Log monthly credit card report
 - (4) Monitor budget and non-budget items
 - (5) Submit all financial documents to the Finance Department
 - (6) Meet with the Senior Associate Dean of Simulation for budget review
- b. Human Resources
 - (1) Monitor employee leave requests
 - (2) Assist the Senior Associate Dean of Simulation in human resource issues

3. General

- a. Provide overall support to the Center including meeting and greeting clients and visitors, general organization and duties of wide variety of functions.
- b. Staff tours and demonstrations of the simulation centers and maintain electronic record.
- c. Assist in the maintenance of the asset and stock inventory.

III. Required Qualifications:

- Education: Bachelors Degree preferred.
- Proficiency with the Microsoft Office Suite.
- Basic information technology skills.
- Communication & Leadership Skills.
- Proficiency in EMS SIMULATIONiQ.

- Proficiency in the Learning Management System Canvas.

Other skills important to this position:

- a. Excellent interpersonal and communications skills
- b. Strong team player
- c. Commitment to company values
- d. Computer proficiency

The successful candidate will be subject to a criminal history background check.

Regular, reliable, and predictable attendance is a required 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 50 pounds.

Work environment: Office environment as well as a clinical practice environment. Outside travel required 10% 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 to exercise independent judgment 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 conflict with or to eliminate or modify in any way, the “at-will” employment status of VCOM employees.

V. VCOM core values: The employee is expected to adhere to all VCOM policies. As the environment is a professional college, 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 employees to maintain a positive attitude in all working relationships with all VCOM departments, employees, medical students, prospective medical students, interns, and residents and to treat all others engaged in the duties of the employment, with mutual respect.

I am notified that the College is an equal opportunity employer and does not discriminate based on age, sex, sexual orientation, ethnicity, religion, disability, or protected veteran status.

I have been made aware of the College's most recent campus safety report, the location of the college policies and procedures document, and the appropriate handbook for my position. I recognize my responsibility to be aware of the policies and procedures, and I agree to follow the policies and procedures as written.

I have read and understand this explanation and job description. I also understand that the job duties and description or the existence of the need for the position may be changed at any time as required by the College where growth of the institution or change in direction for the institution may change the duties of my department or the need for the position.

Employee Signature: _____ Date: _____

Approvals:

Division Officer: _____ Date: _____

Dean: _____ Date: _____

President: _____ Date: _____