



Position Description

Job Title: Simulation Center Coordinator	
Department: Simulation Center	Date: September 2026
FLSA: Non-Exempt	Work Location: Virginia Campus (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. Job Summary:

The Simulation Center Coordinator serves as the primary administrative staff for the VCOM - Virginia Simulation and Educational Technology Center. The coordinator reports to the Senior Associate Dean for Simulation and Educational Technology. This position provides high-quality administrative support to the department by displaying sound judgment, accuracy, diplomacy, confidentiality, and discretion. The duties include maintaining purchase orders, department finances, inventory items, and departmental support.

Other duties include general receptionist duties (answering phones and 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. Job Duties:

The following description of job responsibilities and standards is intended to reflect the major responsibilities and duties of the job in order of importance, but is not intended to describe minor duties or other responsibilities as may be assigned from time to time.

1. Learning Management Systems

- a. Assist with the creation and development of online modules/exams
- b. Assist with the collection and reporting scoring results
- c. Review all survey results
- d. Supervise and maintain organizational structure within LMS's
- e. Maintain department testing equipment
- f. Assist with providing instruction of use

2. Technical Support

- a. Develops, integrates, manages, maintains, supports, and trains users for all hardware and software associated with learning management systems (LMS), including, but not limited to:
 - SIMULATIONiQ
 - Canvas
 - ExamSoft
 - Articulate Storyline
 - Laerdal Medical Software
 - Via Learning Management System
 - Body Interact
 - SignUp Genius
 - Microsoft Office Suite
- b. Data and metrics from all testing sessions will be analyzed, reported, and archived to meet the testing standards as established by the College.

3. 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. Use VCOM accounting software, Concur, to code and track all expenditures
- f. Submit all financial documents to the Finance Department
- g. Meet with the Senior Associate Dean for Simulation and Educational Technology for budget development

4. Human Resources

- a. Assist the Associate Dean in human resource issues

5. Inventory

- a. Learn SIMULATIONiQ inventory management system
- b. Assist in asset and stock inventory
- c. Assist in ordering stock as needed

6. Simulation Operations and Support

- a. General
 - Manage database of faculty contact hours for CME reporting for all simulation center programs and activities
 - Provide faculty members an annual report of CME hours
 - Provide AOA representative an annual report of faculty CME hours
 - Assist in the distribution of learning materials, schedules, and other items to faculty for all simulation activities.
 - Perform general office and administrative support duties including scan, copy, and fax documents; prepare, edit, and proofread documents; send meeting announcements and reminders; order and maintain office supplies; and schedule appointments for the department.

- Utilize Microsoft Word, Excel, PowerPoint, Outlook, and Internet proficiently for creating documents, reports, surveys, databases and sign-up systems to schedule appointments for large groups for the department. Proficiency in this area is a must.
 - Assist with travel arrangements and conference registrations. Make hotel and flight reservations as needed; obtain directions; create event folders with hotel and flight confirmations, directions, agenda, etc. for the department.
- b. Integrated Clinical Cases/Standardized Patient:
- Assist with exam room set-up/take-down
 - Assist with set-up/take-down of small group rooms
 - Assist with troubleshooting as needed
 - Assist with room scheduling and reservations
 - Assist faculty during small group sessions
 - Assist with standardized patient training
 - Assist with case creation in SIMULATIONiQ
 - Assist with scheduling sessions in SIMULATIONiQ
 - Assist with proctoring exams utilizing SIMULATIONiQ
 - Arrange for food and drinks (delivery/set-up/clean up)
 - Assist with arranging laundry service for items
- c. High-Fidelity Simulation/HeartCode ACLS/BDLS
- Assist in set-up and cleanup of simulation rooms and activities
 - Assist with room scheduling and reservations
 - Assist with case creation in SIMULATIONiQ
 - Assist with scheduling sessions in SIMULATIONiQ
 - Assist with proctoring exams utilizing SIMULATIONiQ
 - Assist as Simulation Operator on an as needed basis
 - Assist faculty during simulation events
 - Assist with monitoring testing stations during skill exams
 - Arrange for food and drinks (delivery/set-up/clean up)
 - Assist with arranging laundry service for items
- d. Clinical Procedural Skills
- Assist with the reservation of skills area/rooms
 - Assist in set-up and cleanup of skills area/rooms and check-off activities
 - Assist faculty during clinical procedural skills events
 - Assist with case creation in SIMULATIONiQ
 - Assist with scheduling sessions in SIMULATIONiQ
 - Assist with proctoring exams utilizing SIMULATIONiQ
 - Assist with monitoring testing stations during skill exams

- e. Core Competency Capstone for DOs:
 - Assist with exam room set-up/take-down
 - Assist with troubleshooting as needed
 - Assist with room scheduling and reservations
 - Assist with case creation in SIMULATIONiQ
 - Assist with standardized patient training
 - Obtain student schedule from Clinical Affairs department
 - Assist with scheduling sessions in SIMULATIONiQ
 - Assist with proctoring exams utilizing SIMULATIONiQ software
 - Arrange for food and drinks (delivery/set-up/clean up)
 - Assist with arranging laundry service for items
 - f. Inventory Management
 - Assist with the ordering supplies and inventory as needed
 - g. Department Tours
 - Assist with scheduling and coordinating Simulation Center tours
 - Assist department with tours of Simulation Center
7. General
- a. Submit Annual Staff Report
 - b. Participate in campus-wide events
8. Other duties as assigned

III. Required Qualifications:

Bachelor's Degree from Accredited Institution or equivalent experience including:

- Ability to produce and manipulate reports and manage large databases
- Ability to quickly respond to ad hoc, short notice requests by Administration
- Advanced understanding of the entire Microsoft Suite
- Communication & Leadership Skills
- Service-oriented

This position will also require strong communication and organizational skills as well as the ability to work cooperatively in a fast-paced office environment. This position will demand that the individual be self-motivated and detail-oriented, with the ability to work proactively with minimal supervision.

Other skills important to this position:

- Excellent interpersonal skills.
- Ability to create high quality, professional written documentation and correspondence
- Excellent time management skills – ability to multi-task and complete work in required timelines
- Strong team player
- Commitment to company values

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: _____