
Auburn University Job Description

Job Title:	Coord, Nursing Resource Ct	Level I	Grade 31 \$31,300 - \$52,100
Job Code:	EA59	Level II	Grade 32 \$35,000 - \$58,400
FLSA status:	Exempt	Level III	Grade 33 \$39,300 - \$65,500

Job Summary

The Nursing Resources Center (NRC) Coordinator is responsible for developing and demonstrating expertise essential for the integration and operation of educational technology tools in the NRC laboratory where students engage in the practice of nursing skills and theory applications.

Essential Functions

1. Develops, implements, facilitates, and evaluates learning material, clinical simulations or scenarios used for teaching students.
2. Facilitates the implementation of educational technology, task training devices, computer assisted instructional tools in the NRC for teaching, learning, practice, and assessment of clinical competencies.
3. Assists students in mastering nursing focused psychomotor skills; develops, implements, and evaluates procedures for using the NRC equipment.
4. Develops lab hours and coordinates the schedule for use of lab equipment and simulator experiences.
5. Coordinates and negotiates the purchase, use, maintenance and management of equipment and supplies in meeting the needs of faculty and students in the NRC; ensures that equipment and supplies are in proper working order.
6. Participates in planning for future utilization and development of NRC within the context of faculty and student instructional needs and resources; makes recommendations for budget expenditures for instructional resources.
7. Monitors the usage patterns and provides recommendations for maximizing use of educational technology tools; ensures efficient operations of the NRC by maintaining supplies and equipment as needed, and recommending equipment for incorporation into the NRC.
8. Orients faculty and students to the operation and services of the NRC; orients students to the purpose and expectations of the NRC and practice experiences using educational technology; serves as the lab point-of-contact; supervises graduate students.
9. Ensures compliance with AU School of Nursing policy and universal precautions and exposure control plan.

Supervisory Responsibility

May be responsible for training, assisting or assigning tasks to others. May provide input to performance reviews of other employees.

The above essential functions are representative of major duties of positions in this job classification. Specific duties and responsibilities may vary based upon departmental needs. Other duties may be assigned similar to the above consistent with the



Auburn University Job Description

Responsibilities may vary based upon departmental needs. Other duties may be assigned similar to the above consistent with the knowledge, skills and abilities required for the job. Not all of the duties may be assigned to a position.

Auburn University Job Description

Job Family Levels

Level	Responsibility	Knowledge	Education and Experience*
I	Under immediate supervision, performs standard tasks using established methods, principles, concepts and procedures related to a specialized field. Judgments are made on routine matters of relatively small impact.	Knows fundamental concepts, practices and procedures of particular field of specialization.	Bachelor's degree in discipline appropriate to position with no experience.
II	Under close supervision, performs varied duties and assignments involving some judgment. Resolves routine questions or problems, referring only complex issues to higher level. Some evaluation, originality and ingenuity required.	Knows and applies fundamental concepts, practices, and procedures of particular field of specialization, with awareness of related fields.	Bachelor's degree in discipline appropriate to position plus 2 years experience. Experience must include at least 2 years at the preceding level or equivalent.
III	Under minimal supervision, performs complex assignments and fulfills broad responsibilities where required outcomes are defined, but methods and procedures may vary based on professional judgment or precedent. Considerable latitude for unreviewed action. Confers with supervisor on unusual matters. Coordinates the work of others on projects and may assign work to and assist less experienced professionals or support staff. May act in an advisory capacity to managers or faculty.	Possesses and applies a broad knowledge of principles, practices and procedures of a particular field of specialization to the completion of difficult assignments. Also possesses knowledge of related fields and areas of operation which affect, or are affected by, own area.	Bachelor's degree in discipline appropriate to position plus 4 years experience. Experience must include at least 2 years at the preceding level or equivalent.

* See the "Minimum Required Education and Experience" section of the job description for any substitutions that may be allowed for education and experience.

Auburn University Job Description

Minimum Required Education and Experience

- Level I** Bachelor's degree in discipline appropriate to position with no experience.
- Level II** Bachelor's degree in discipline appropriate to position plus 2 years experience. Experience must include at least 2 years at the preceding level or equivalent.
- Level III** Bachelor's degree in discipline appropriate to position plus 4 years experience. Experience must include at least 2 years at the preceding level or equivalent.

Focus of Education

Degree in Nursing

Focus of Experience

Experience and demonstrated current clinical competence in nursing practice.

Substitutions allowed for Education:

Indicated education is required; no substitutions allowed.

Substitutions allowed for Experience:

When a candidate has the required education, but lacks the required experience, they may normally apply additional appropriate education toward the experience requirement, at a rate of one (1) year relevant education per year of required experience.

Certification or Licensure Requirements:

Currently licensed as a registered nurse in the state of Alabama.

Physical Requirements/ADA

Occasional and/or light lifting required. Limited exposure to elements such as heat, cold, noise, dust, dirt, chemicals, etc., but none to the point of being disagreeable. May involve minor safety hazards where likely result would be cuts, bruises, etc.

Routine deadlines; usually sufficient lead time; variance in work volume seasonal and predictable; priorities can be anticipated; some interruptions are present; involves occasional exposure to demands and pressures from persons other than immediate supervisor.

Job frequently requires standing, walking, sitting, reaching, stooping/kneeling/crouching/crawling, talking, hearing, handling objects with hands, and lifting up to 50 pounds.

Job occasionally requires climbing or balancing, .

Vision requirements: Ability to see information in print and/or electronically.

Date: 1/4/2012
