

C O L L E G E O F
SAINT MARY

College of Saint Mary strives to create a safe, inclusive educational environment where every person's worth and dignity is valued and nurtured. Applicants representing diverse backgrounds and experiences are highly encouraged to apply.

Coordinator, Simulation Center and Clinical Liaison

Are you an innovative and dynamic person ready to support students in their journey through higher education? If so, you might be perfect for this position. This position facilitates quality education for nursing students by overseeing the operational aspects of the Health Professions Skills and Simulation Center (HPSSC) and serving as the Clinical Coordinator for the nursing programs at College of Saint Mary.

Our Idea of a Perfect Candidate Is Someone Who:

- Has a working knowledge of simulator equipment and clinical compliance software.
- Understands current healthcare climate and practices, including immunization schedules.
- Can handle multiple priorities with accuracy and anticipate challenges.
- Is a detail-oriented, innovative problem-solver who thrives in collaborative environments and has strong organizational skills and a knack for managing technology and logistics.

Our Ideal Candidate's Education and Experience Include:

- Bachelor's degree required; graduate degree in healthcare, education, or leadership preferred.
- 5+ years of experience in administrative, healthcare, or laboratory operations.
- Proficiency in Microsoft Office, Adobe Acrobat, healthcare-related software, simulation equipment.
- Strong analytical and communication skills.

This Position Is Responsible For:

- Maintaining the physical facility of the HPSSC and supporting HPSSC activities.
- Developing, implementing, and maintaining the HPSSC as well as policies and standard practices related to simulation, equipment, and supplies consistent with the mission, philosophy, and learning objectives. This includes orienting and supporting students and faculty in the HPSSC.
- Serving as the Clinical Coordinator with clinical compliance items for students, faculty, and adjuncts.
- Developing and maintaining high-quality relationships with clinical partners.

Why You Want to Be on This Team:

- You would be a part of a Mission-centered team, who help shape the future of nursing education at a university committed to empowering women leaders.
- You would enjoy full-time benefits including health insurance, paid time off, tuition remission programs, 403(b) with employer match, employee wellness time, and more!
- CSM is committed to supporting the work-life balance of its faculty and staff.

Application

Apply today to be part of a forward-thinking team shaping the next generation of healthcare professionals! Please have a resume, cover letter, and contact information for three professional references, including one supervisor, ready to upload during the application process.

Please apply using the following link: [Coordinator, HPSSC and Clinical Liaison](#).

College of Saint Mary is a Catholic university providing access to education for women in an environment that calls forth potential and fosters leadership. The University is an equal employment opportunity employer and does not discriminate against employees or job applicants on the basis of race, religion, color, sex, sexual orientation, gender identity, pregnancy, age, national origin, disability, veteran status, marital status or any other status or condition protected by applicable laws, except where a bona fide occupational qualification applies.