Job Posting

Nursing Laboratory Supervisor: Otterbein University, a comprehensive liberal arts institution in the suburban Columbus area, invites applications for a Nursing Laboratory Supervisor position beginning August 2019

Qualifications: Master’s degree in Nursing required; BLS Instructor certification required; Certified Healthcare Simulation Educator (CHSE) certification preferred, must obtain within two years of hire; unencumbered registered nurse license to practice nursing in Ohio. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Responsibilities: Coordinates use of laboratory facility by all courses and department; Collaborates with course coordinators and faculty to plan laboratory calendars and classes; Develops and provides lectures and learning experiences appropriate to teaching of nursing skills in assigned nursing courses; Develops and implements evaluation tools for nursing skills; Identifies and assists students with specific skills deficits by participating in course meetings; providing feedback to faculty on student performance and attendance in laboratory classes; designing learning contracts and learning experiences to remediate identified skill deficit(s); Performs annual laboratory inventory of supplies; Manages the Laboratory budget in conjunction with the Chair; Orders necessary Laboratory supplies and equipment; Arranges for necessary laboratory equipment repair; Interviews and hires nursing laboratory staff in collaboration with the Chair; Supervises and evaluates Nursing Laboratory Instructors; Interviews, hires, supervises and evaluates work-study Laboratory Assistants; Participates in activities and meetings of the Nursing Department as assigned

Technical Skills: Must possess skills necessary for developing and providing appropriate lectures and learning experiences in assigned nursing courses, including simulation education; must possess excellent organizational skills; knowledge of basic computer software packages is highly desirable

Application: Send letter of interest, Otterbein employment application, resume and three (3) current letters of recommendation to hr.jobs@otterbein.edu; or send via fax to: 614-823-1511;
or mail to Human Resources, Otterbein University, 1 South Grove Street, Westerville, OH 43081. For complete job description, required qualifications, and application procedures please visit www.otterbein.edu/careers. Review of applications will begin immediately and continues until the position is filled. Otterbein University is an EEO Employer.