



# OTTERBEIN UNIVERSITY

## Job Posting

**Job Title:** Nursing Laboratory Instructor

**Job Class:** Staff

**Department:** Nursing

**Reports to:** Department Chair

**FLSA status:** Part-time/20 hours-wk., specific hours vary by semester/Non-Exempt

**To Apply:** Please email an [Otterbein Employment Application](#), resume and cover letter to [hr.jobs@otterbein.edu](mailto:hr.jobs@otterbein.edu) addressing this position in the subject; FAX 614-823-1511; or mail to Otterbein University, Human Resources, 1 South Grove Street, Westerville, OH 43081. Only submissions with a completed application will be reviewed.

**For an Otterbein Employment Application or more information:** Please visit <http://www.otterbein.edu/Careers>

**SUMMARY:** The Nursing Laboratory Instructor supports the teaching of nursing skills by performing the following duties: providing learning experiences in assigned courses; assisting students in overcoming specific clinical skills deficits; setting up and taking down laboratory demonstrations; conducting inventories of laboratory supplies; and participating in department meetings.

**BENEFITS** at Otterbein include: tuition benefits for employees and their dependents, 4 weeks of vacation, 11 paid holidays, medical, dental, vision, and competitive employer contributions to a 403(b) retirement plan.

**ABOUT OTTERBEIN UNIVERSITY:** Historically progressive. That is the hallmark of Otterbein University and those connected to this private university nestled in the picturesque, historic Uptown Westerville district in central Ohio. Otterbein University was established in 1847, a set of deeply rooted values still guide this model community of leaders and learners. Otterbein has set the pace by providing an educational experience that is progressive, innovative and inclusive. Today Otterbein University enrolls 2,495 undergraduate students in more than 70 majors and 393 graduate students working toward one of six master's degrees or a doctor of nursing practice degree. Students come from towns throughout Ohio and represent 42 states and 9 countries, enriching the campus through their individual and collective diversity. Integrity, humane values and an inherently just, moral compass have guided Otterbein's forward-thinking vision and actions—from its curriculum to its responsibilities as a member of academic, regional and global communities.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. Other duties may be assigned.

1. Provides lectures, simulations and learning experiences appropriate to the teaching of nursing skills in assigned nursing courses.
2. Teaches lab experiences for undergraduate and graduate students (if appropriate based on educational training) as assigned.
3. Plans lab experiences for undergraduate and graduate students (if appropriate based on educational training) as assigned, including necessary equipment.

4. Assists in lab simulations, lab testing and lab maintenance/upgrades
5. Participates with faculty in course planning and evaluation.
6. Designs, conducts and debriefs nursing simulations.
7. Provides feedback to faculty on student performance and attendance in laboratory classes
8. Develops and implements evaluation tools for nursing skills.
9. Assists students with specific clinical skills deficits by:
  - a. participating in course meetings;
  - b. providing feedback to faculty on student performance and attendance in laboratory classes;
  - c. designing learning contracts and learning experiences for identified skill deficits(s).
  - d. provides remediation and evaluation of students with identified skill deficit(s).
10. Assists in setting up and taking down laboratory skill demonstrations designed for student practice and testing purposes.
11. Performs annual laboratory inventory of supplies.
12. Participates in activities and meetings of the Nursing Department.
13. Maintains current American Heart Association BLS Instructor certification and teaches annual courses.
14. Demonstrates self-responsibility for personal professional growth.

**SUPERVISORY RESPONSIBILITIES:** N/A

**QUALIFICATIONS:** 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.

**EDUCATION and/or EXPERIENCE:** Master's degree in Nursing required. Diverse clinical nursing background required. Minimum 2 years of experience as registered nurse required. Teaching experience in school of nursing or staff development is preferred. Experience working with computer simulators in laboratory setting preferred.

**CERTIFICATES, LICENSES, REGISTRATIONS:** Registered Nurse licensed to practice in Ohio required. American Heart Association BLS Provider and BLS Instructor required. Certified Healthcare Simulation Educator certification preferred, must obtain within 2 years of hire.

**LANGUAGE SKILLS:** Must possess strong interpersonal and communications skills including competency in verbal and written English grammar.

**MATHEMATICAL SKILLS:** Must be competent in general math.

**TECHNICAL SKILLS:** Must take pride in and be thorough in quality of work produced; must be able to use general office equipment including office PC with proficiency in a Windows-based environment (Word, Excel and Access preferred), copier, telephone, facsimile machine, etc.

**REASONING ABILITY:** Must possess excellent attention to details; must be self-motivated and a team player and interact collegially with students, faculty, parents, staff and administrators; must be able to exercise sound judgment in unusual/new situations.

**PHYSICAL DEMANDS:** The physical demands 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.

Must be able to use nursing laboratory equipment; must be able to work at an office PC; able to reach, lift to 25 pounds, travel throughout the office to use other office equipment; must be able to hear and make self heard by co-workers and other constituencies; must be able to see to process work that the position is responsible for completing; must be able to work under deadlines with constant interruptions. Must be able

to meet regular and predictable attendance standards.

**WORK ENVIRONMENT:** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Duties are performed in an environmentally controlled laboratory and office setting.

*This description is intended to indicate the kinds of tasks and levels of work difficulty that will be required of positions that will be given this title and shall not be construed as declaring what the specific duties and responsibilities of any particular position shall be. It is not intended to limit or in any way modify the right of any supervisor to assign, direct and control the work of employees under supervision. The use of a particular expression or illustration describing duties shall not be held to exclude other duties not mentioned that are of similar kind or level of difficulty.*

**Otterbein University is an Equal Opportunity Educator and Employer.**

Otterbein University is committed to providing a welcoming environment free from unlawful discrimination. To this end, the University prohibits any form of discrimination against any person on the basis of race, color, sex, gender, pregnancy, religion, creed, marital status, partnership status, age, sexual orientation, gender identity, gender expression, national origin, disability, military status, or any other legally protected status in its programs and activities. However, the University's commitment to a nondiscriminatory environment is not intended to abridge unduly its commitment to academic freedom, free speech, or its educational mission. Inquiries or complaints regarding any form of discrimination or harassment may be directed to:

Scott Fitzgerald  
Director of Human Resources and Legal Affairs  
Title IX Coordinator  
614.823.1130