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**WEBSITE:**  
<http://www.cei.edu/hr>

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Non-Classified Opening

# SIMULATION/MULTIMEDIA TECHNICIAN

Non-Classified Classification

**College of Eastern Idaho**

**Open for Recruitment:** Open until filled. First application review will be held the week of June 22, 2018 – interested candidates are encouraged to apply as soon as possible.

**Salary Range:** \$19.42 - \$21.05 hourly - Full - Time Plus Competitive Benefits

**Location(s):** Idaho Falls

**SPECIAL NOTIFICATION:** This position is exempt from classified state service and the rules of the Division of Human Resources and the Idaho Personnel Commission.

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## **GENERAL STATEMENT OF FUNCTION:**

The Simulation/Multimedia Technician will be responsible to provide technical support for all simulation operations including, but not limited to maintenance and repair or manikins, integrating, maintaining, and operating the audio/visual (AV) technology and computer system, including the manikin and other simulation lab equipment. The Simulation/Multimedia Technician will manage the simulation rooms, setting up and taking down the props for the simulation including applying needed moulage to the manikins and maintaining the recording and playback of the simulations. This position includes all simulation learning activities. This position does not provide any direct patient care. The positions will require collaboration with the Simulation coordinator and other faculty who utilize simulation.

## **EXAMPLE RESPONSIBILITIES:**

- Programs/updates software to model simulators physiological responses to instructor specifications.
- Supports/assists with prop placement, moulage setup before and after simulation as well as assists in application of props for any roles that utilize standardized patients or family members.
- Operates simulation manikins running pre-programed scenarios with faculty instructors assuring all equipment is set up correctly.
- Provides technical support, assistance, and training to faculty, instructors, and staff in the use of simulation equipment as necessary.
- Collaborates with faculty in the use of simulation.
- Maintains inventory of supplies and equipment needed for simulation with routine inventory updates.
- Provides budget recommendations and purchase of equipment, supplies, and materials needed for simulations.
- Conducts ongoing maintenance of all simulation equipment including cleaning, repairing, and assuring that all equipment is maintained and

functioning at an optimal level.

- Maintains a record of repairs completed as well as warranties for equipment.
- Performs basic preventative maintenance and upgrades the simulation equipment.
- Collaborates with equipment manufacturers regarding equipment troubleshooting, repairs, and system problems.
- Maintains current knowledge of simulation equipment catalogs and operation manuals.
- Operates and maintains audio/visual equipment utilized in simulation. Works with vendors and orders equipment as requested to do so.
- Attends seminars, conferences, in-service trainings for continuing education and staff meetings as required.
- Training of part-time student A/V (IT) personal.
- Performs other related duties as required.

**MINIMUM QUALIFICATIONS:**

- Associates degree in an area of Technology with a Bachelors preferred.
- Will consider an associates/bachelor's degree in healthcare related field with a strong technical background.
- 2 years of working experience in simulation or audio/visual preferred.

**Skills and Attributes Preferred:**

- Knowledge of computer hardware equipment and software applications relevant to simulator functions.
- Knowledge of Audio/Video equipment and software for recording, filing, editing, archiving, and duplicating records.
- Proficiency in MS software applications including Outlook, Word, Excel, and PowerPoint as well as database and internet applications required.
- Ability to learn new software and hardware independently and quickly.
- Ability to trouble shoot, assess, and fix equipment failures in a timely fashion.
- Ability to maintain confidentiality regarding sensitive issues and student simulations.
- Ability to work with external and internal individuals from different disciplines.
- Strong written and verbal communication.
- Self-motivated and ability to work effectively in a team environment.
- Flexible and adaptable to the environment. Able to work some evenings and weekends on a needed basis, required.
- Excellent organization skills.

**Required Physical Abilities:**

- Must be able to bend, stoop, reach, move around the simulation lab and from one building to another on a regular basis, and sit and use a computer for a long period of time.
- Adequate vision, hearing, and verbal abilities to communicate effectively in person and by telephone as well as read information appearing on a

computer display screen zoomed in from the camera system

- Must be able to lift, carry, and move equipment independently weighing up to 50 lbs and lift, carry, and move equipment with assistance weighing up to 100 lbs.

**HOW TO APPLY:**

Electronically submit a completed application packet **(in .pdf or Word format)** to [hr@cei.edu](mailto:hr@cei.edu). The application packet must include the following:

1. CEI Employment Application (located at <http://www.cei.edu/falcons/resources/hr/cei-employment-application-10-2017.pdf>)
2. Cover Letter
3. Résumé or VITA
4. Unofficial Transcripts
5. Three Professional References with direct contact information

**Incomplete packets will not be accepted. Official transcripts required upon hire.**

For additional questions contact: Human Resources at (208) 535-5495 or by email at [hr@cei.edu](mailto:hr@cei.edu)

*AA/EOE/ADA*

Hiring is done without regard to race, color, religion, national origin, sex, age or disability. In addition, preference may be given to veterans who qualify under state and federal laws and regulations. If you need special accommodations to satisfy testing requirements, please contact the Division of Human Resources.