Bemidji State University invites applications for the position of:

**Nursing Lab Coordinator**

**MAPE JOB POSTING**

**CLASSIFICATION:** College Laboratory Services Specialist (PCN 01116092)

**OPENING DATE:** May 3, 2021

**CLOSING DATE:** Applications will be accepted until the position is filled. Initial review of applications will begin on **Wednesday, June 2nd**, so applications should be submitted by that time for guaranteed consideration.

**POSITION LOCATION:** Nursing Department at Bemidji State University

**JOB TYPE/SCHEDULE:** Seasonal Part-time (30 hours per week); approximately August 15th – May 15th

**SALARY:** Depends on Qualifications; current salary range is $20.40 - $29.50 per hour

**BEMIDJI STATE UNIVERSITY** (BSU) invites applicants to join our team as the **Nursing Lab Coordinator** within the Nursing Program. BSU’s vision is to educate people to lead inspired lives. To accomplish BSU’s vision, the University prioritizes creating a culture in which diversity is embraced and all people are safe, welcome, and validated. BSU also prioritizes increasing engagement with Indigenous communities to become a destination university.

BSU is located amid the lakes and forests of northern Minnesota and occupies a wooded campus along the shore of Lake Bemidji. BSU balances rigorous academia with the opportunity to enjoy a fun, robust, outdoor culture. The proximity to the lake and the surrounding north woods allows easy access to an assortment of recreation. Major campus facilities are connected by all-season underground passages for safe and warm travel during the cold, winter months.

Enrolling around 5,000 students, BSU offers more than 70 undergraduate majors and eight graduate degrees encompassing arts, sciences and select professional programs. BSU is a member of the Minnesota State system of colleges and universities and has a faculty and staff of more than 550. BSU’s Shared Fundamental Values include civic engagement and leadership, international and multicultural understanding, belief in the power of the liberal arts, and environmental stewardship.

The **Nursing Lab Coordinator** maintains the skilled nursing laboratory total learning environment. This includes procurement of supplies and learning tools, maintenance of existing equipment, open learning labs and assisting with clinical simulation. The Nursing Lab Coordinator prepares the laboratory for each nursing class, supervises student lab workers and nursing students, and maintains the lab inventory.

**Responsibilities of the Nursing Lab Coordinator include:**

- Maintaining the Skills Lab Learning Environment (60% of time)
  - Organizing and maintaining the utilization of the skills laboratory under limited supervision.
  - Preparing for nursing classes throughout each semester, organizing laboratory activities with faculty,
staff and student workers, maintaining inventory, assisting faculty with ordering supplies, monitoring equipment repair and safety, providing work direction and coordinating schedules for student lab workers, and coordinating the use of shared equipment with the NTC nursing lab. Performing an annual skills lab inventory.

- Evaluating overall operations of the skills lab activities and hours. Providing input to determine future equipment and student needs for the skills lab.

- High Fidelity Simulation (25% of time)
  - Assisting the faculty in use of high-fidelity simulation.
  - Maintaining lab and simulation equipment.

- Student Learning Support (15% of time)
  - Providing orientation to the skills lab for all nursing students.
  - Collaborating with nursing faculty, serving as a resource to students and faculty.
  - Helping to implement innovative nursing practices in the skills lab.
  - Hiring, coordinating, scheduling, providing work direction, and training student workers assigned to the lab.
  - Assessing the need for student worker assistance and making recommendations to the department chair.

**Minimum qualifications for this position include:**

- Registered Nurse.
- Knowledge of nursing practice; considerable knowledge of techniques and operation of sophisticated laboratory and learning equipment.
- Ability to organize laboratory activities with faculty, staff, and student workers.
- Ability to provide orientation and training for student’s assistants with delegation as appropriate.
- Ability to evaluate overall operations of skills lab activities and hours.
- Verbal communication skills sufficient to communicate effectively with all stakeholders.

**Preferred qualifications include:**

- Bachelor’s degree.
- Demonstrate a knowledge of, an interest in, or experience with, diverse cultures and populations.

**To facilitate proper crediting, please ensure that your application and/or resume clearly demonstrate fulfillment of the qualifications.**

**Other considerations:**

- All applicants must be able to lawfully accept employment in the United States at the time of an offer of employment.
- Official transcript(s) must be provided to Human Resources upon hire.
- Employment for this position is covered by the collective bargaining agreement for the Minnesota Association of Professional Employees (MAPE), which can be found at https://mn.gov/mmb/employee-relations/labor-relations/labor/mapes.jsp.
  - Salary is commensurate with education and experience and the current salary range for this position is $42,595 - $61,596 annually or $20.40 - $29.50 per hour.
- In accordance with the Minnesota State Colleges and Universities (MinnState) Vehicle Fleet Safety Program, faculty and staff driving on college/university business, who use a rental or state vehicle, shall be required to complete a vehicle Use Agreement form and conform to MinnState's vehicle use criteria and consent to a motor vehicle records check annually.
- BSU is a tobacco free workplace (see policy).
TO APPLY:


If you are unable to apply online, please contact the job information line at 651.259.3637
For additional information about the application process, go to [http://www.mn.gov/careers](http://www.mn.gov/careers)

If you have general questions about this posting or submitting an application, contact Teresa Hanson at teresa.hanson@bemidjistate.edu

All employees must comply with department and institution procedures and policies, MinnState policies and procedures, as well as local, state and federal laws, regulations, guidelines and business and industry standards.

*This description is intended to indicate the kinds of tasks and level of work difficulty required of the position. It is not intended to limit or modify the right of any supervisor to assign, direct and control the work of employees under his/her 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 level of difficulty.*

**UNIVERSITY / COMMUNITY**

**WHY BEMIDJI:**

The greater Bemidji community has a population of 25,000 and serves as a regional center for education, commerce, recreation, health care, and the arts.

**Bemidji State University**, located amid the lakes and forests of northern Minnesota, occupies a wooded campus along the shore of Lake Bemidji. Enrolling more than 5,100 students, Bemidji State offers more than 80 undergraduate majors and eight graduate degrees encompassing arts, sciences and select professional programs. BSU is a member of the Minnesota State system of colleges and universities and has a faculty and staff of more than 550. The university’s Shared Fundamental Values include environmental stewardship, civic engagement and international and multicultural understanding.

**Northwest Technical College** has prepared students for fulfilling careers in high-demand fields for more than 50 years. The college’s accessible, affordable, hands-on programs also help the region’s employers meet their ever-growing need for a highly skilled workforce. NTC serves more than 1,000 students with an excellent education, an open-enrollment policy and affordable tuition. Students may pursue nearly 40 degree, diploma and certificate programs in six distinct career paths. Classes are offered on campus, online, or as a combination of both. NTC is a member of the Minnesota State system of colleges and universities.

In this Northwoods setting, students, staff and faculty have a variety of activities at their fingertips. Possessing all the charm and character of a college town, Bemidji remains a tight-knit community of good neighbors and engaged citizens who always come out to cheer for the Bemidji State Beavers. While the city of Bemidji — named after the Ojibwe Chief Shaynowishkung (nicknamed Bemidji) — is home to a diverse population of more than 15,000 people, it serves a regional population of more than 100,000.

Located between three American Indian reservations – Leech Lake, Red Lake and White Earth, students at Bemidji State University and Northwest Technical College have the opportunity to experience a dynamic local culture and history. Bemidji also sits at the center of the legends of Paul Bunyan and Babe the Blue Ox. The
famous statues of Paul and Babe greet students as they drive in from the south along Lake Bemidji.

Though quaint and historic, the city offers the urban conveniences upon which college students rely. Bemidji State and Northwest Tech are both conveniently located minutes away from affordable restaurants, cozy coffee shops, grocery stores, city parks and more. Small, locally owned shops and art sculptures line the streets of downtown Bemidji, while national chains can be found in and around the Bemidji area, including an uptown selection of department stores and restaurants.

The thriving downtown community presents ample opportunities for engagement off-campus. Among other things, there are fine-dining restaurants, cafes, and a natural foods co-op in downtown Bemidji. The historic Paul Bunyan Playhouse has a calendar of classic shows; restaurants and lounges offer weekly live music performances; the First Friday Art Walk provides a tour of new monthly art exhibits; and annual events such as the Loop the Lake Festival, the Dragon Boat Festival, the Blue Ox Marathon, Bemidji Winterfest, and The Minnesota Finlandia bring the community together.

For those who love the outdoors, there are wooded, multi-use trail systems within minutes of campus and community parks with walking trails, playgrounds and a skate park. Lake Bemidji State Park and its miles of navigable trails is located directly across the lake from BSU, and the Buena Vista Ski Area — just 12 miles north of campus — offers downhill skiing and campus-sponsored student transportation in the winter months. Further, the Mississippi River Headwaters is a mere 45 minutes from Bemidji.

For further information, visit our websites at: http://www.bemidjistate.edu or https://www.ntcmn.edu/

Review a "special report on how this former lumber town has rebuilt itself as a high-speed, regional center of enterprise" at Bemidji 2.0

_Bemidji State University and Northwest Technical College are Affirmative Action Equal Opportunity Employers and Educators. This document is available in alternative formats to individuals with disabilities. Consumers with hearing or speech disabilities may contact us via their preferred Telecommunications Relay Service._