

JOB CLASSIFICATION: Exempt, Full-Time Staff

WORK SCHEDULE: Hours of Operation, Occasional Evening/Weekend Trainings as needed

LOCATION: Manhattan Tech Wamego Center – Rural Healthcare Professions Accelerator, and regional mobile deployments

COMPENSATION: Pay Grade 10 (\$43,867 - \$71,285 salary)

Actual pay will be based on relevant professional experience and education level.

This position is supported by grant funding for the Rural Healthcare Professions Accelerator. The current project period ends September 30, 2027. Continued employment beyond the funded period is contingent upon available funding, institutional needs, satisfactory performance, and applicable college policies.

REPORTING RELATIONSHIP: VP of Education & Engagement

Technical coordination: Institutional Information Technology staff

POSITION SUMMARY

The Healthcare Simulation Specialist manages the technical operation, readiness, and user support of the Accelerator's simulation and immersive learning environments. The position supports high-fidelity patient simulators, clinical training equipment, interactive anatomy systems, AR/VR devices, instructional computers, and associated software.

Working with healthcare trainers, college faculty, IT staff, and regional partners, the Specialist prepares reliable learning environments, assists with scenario delivery, trains users, and coordinates mobile technology deployments. The position also maintains equipment records and utilization data needed for program operations and grant reporting.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Install, configure, test, operate, and maintain simulation equipment and AR/VR instructional systems in coordination with institutional IT and authorized service providers.
- Prepare simulation spaces, devices, software, and instructional equipment before scheduled training and restore them to operational readiness afterward.
- Provide technical support during simulation exercises, immersive learning activities, employer training, and healthcare career exploration events.
- Coordinate under the guidance of the Healthcare Workforce Project Manager, and collaborate with Healthcare Trainers to configure scenarios, operate simulator functions, and support recording or debriefing technology when available.
- Train faculty, staff, learners, and authorized employer users in safe equipment operation and basic troubleshooting.
- Maintain equipment inventories, maintenance schedules, service records, software licensing information, and checkout procedures.
- Troubleshoot equipment and software problems, coordinate repairs, and communicate operational limitations to affected staff.

- Coordinate technology preparation, transport logistics, setup, and technical support for mobile AR/VR deployments.
- Work with IT staff to address connectivity, device management, access controls, updates, and cybersecurity requirements.
- Maintain utilization logs documenting simulation sessions, mobile deployments, employer use, and equipment availability.
- Develop user guides, technical procedures, readiness checklists, and equipment-care instructions.
- Recommend improvements to equipment use, technical workflows, accessibility, and long-term maintenance planning.

QUALIFICATIONS & SKILLS

- Associate degree in information technology, simulation technology, electronics, instructional technology, healthcare technology, or a related field; or an equivalent combination of relevant education and experience.
- Two years of experience supporting technical equipment, audiovisual systems, instructional technology, clinical simulation systems, or related technologies.
- Demonstrated ability to troubleshoot hardware, software, and connectivity issues.
- Ability to explain technical processes clearly to users with varying levels of experience.
- Strong organizational skills and ability to maintain equipment and service records.
- Ability to coordinate multiple instructional activities and respond effectively to time-sensitive technical needs.

Preferred Qualifications

- Bachelor's degree in a related field.
- Experience operating high-fidelity patient simulators, interactive anatomy systems, or AR/VR learning platforms.
- Experience in healthcare education, higher education technology support, or simulation laboratory operations.
- Experience supporting mobile instructional programs or off-site technology deployments.
- Familiarity with clinical terminology and simulation-based instruction.
- Experience with equipment inventory systems, device management, and preventive maintenance.

PHYSICAL DEMANDS:

- Ability to sit or stand for extended periods of time.
- Ability to lift and move supplies up to twenty-five (25) lbs.

- Ability to effectively communicate verbally, in writing, via computer, and over the phone.
- Effective typing and transcription skills for necessary meetings and communications.
- Ability to work occasional early mornings, evenings, and weekends as needed and attend events as required.

WORK ENVIRONMENT:

- Professional and deadline-oriented environment in an office setting.
- Regular interaction with students, staff and guests.

NOTICE OF SPECIAL POSITION OF EMPLOYMENT REQUIREMENTS

1. This position description is not designed to cover or contain a comprehensive list of all duties and results to be performed in this position. Duties and Performance standards may be added, subtracted, and/or changed by your supervisor at any time due to changes in department or institutional requirements.
2. Unless exempt due to employment contract signed by the President, all employees of Manhattan Tech are to be considered as an “at-will” employee.
3. All employees of Manhattan Tech are considered “responsible employees” pertaining to Title IX regulations concerning both prevention and reporting of sexual assault or harassment situations. As such, all employees must communicate with the Title IX Coordinator if they witness or hear about sexual assault or harassment situations.
4. Manhattan Tech is an equal opportunity employer and complies with EEOC and ADA employment requirements. Manhattan Tech grants equal opportunity to all qualified persons without unlawful discrimination based on race, color, gender, age, national origin, ancestry, ethnicity, disability, sexual orientation, religion or veteran status.
5. All ‘offers of employment’ are subject to criminal background check prior to employment.