



## GRADUATE ASSISTANT POSITION DESCRIPTION

**Job Title:** Graduate Assistant  
**Department:** Nursing – Simulation Lab  
**Reports To:** Simulation Lab Director (Laura Van Horn)  
**Shift/Hours:** 20 hours per week  
**Date Prepared:** August 19-2019

### SUMMARY

The Graduate Assistant (GA) must be fully admitted to a Graduate degree program at Madonna University. The GA reports to Simulation Lab Director - **Laura Van Horn**. A schedule will be mutually arranged by the GA and the Supervisor to ensure the hour requirement is met. The GA must register for a minimum of 6 semester hours (minimum of 9 semester hours is required for international GA's) during each Fall and Winter semester. The GA may register for additional credits up to a maximum of 24 semester hours per academic year. The GA must maintain good standing academically (3.0 or higher GPA each semester) and adhere to the University Code of Conduct to maintain their position.

### ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Maintain a 3.0 (or higher) GPA each semester for which the student is given the GA award. GA must be in good academic and personal standing.
2. Facilitates quality experiences in the nursing simulation lab as required by faculty in both the undergraduate and graduate nursing programs as well as continuing education offerings.
3. Incorporates appropriate instructional technology to enhance student learning.
4. Assists faculty with all laboratory experiences as needed.
5. Remediate students requiring assistance with nursing skills when requested by faculty.
6. Develops and runs simulation scenarios in collaboration with nursing faculty.
7. Trains, develops work schedules, and monitors work performance of student lab assistants.
8. Maintains appropriate communication and supportive relationships with internal and external customers, creating an atmosphere of respect for all customers.
9. Assists students with practicing procedures, validating their work, and advising faculty of their lab performance.
10. Develops case-based simulation scenarios with faculty which blend theory content with clinical application.
11. Networks with lab coordinators at state, local, and national levels to identify best practices, collaboration opportunities, trends, resources, and shares with faculty.
12. Maintains databases of resources, scenario applications, and utilization metrics of simulation activities.
13. Collaborates with the Director of Nursing Simulation Lab to assure the smooth functioning of the nursing labs and information technology to ensure the optimal functioning of the simulation equipment.
14. Serves as a member of the College's faculty committee on Simulation and Lab Teaching.
15. Other duties as assigned.

**QUALIFICATIONS**

The GA must be fully admitted to a Graduate degree program at Madonna University. The GA must maintain a 3.0 (or higher) GPA each semester for which the student has been given the GA award. Professionalism, work ethic, attention to detail and excellent organizational skills. Excellent interpersonal, oral and written communication skills. Ability to self-initiate, work both independently and collaboratively. Ability to prioritize multiple projects simultaneously and successfully meet deadlines. Ability to work with diverse communities.

**EDUCATION AND EXPERIENCE**

Bachelor degree from a regionally accredited institution. The cumulative GPA must be 3.0 or higher (4.0) scale. Combination of education and practical experience related to the position is preferred.

**MADONNA UNIVERSITY**

A Catholic institution founded by the Felician Sisters, and guided by the values of St. Francis. Candidates must be committed to excellence in teaching, scholarship, and service, and support the Mission of the University. We are an equal opportunity employer committed to a culturally diverse workforce. Candidates must be legally authorized to work in the United States. Verification of employment eligibility will be required at the time of hire. Thank you for your interest in employment opportunities at Madonna University.