

Teaching Assistant and ExamSoft Administrator

ESSENTIAL QUALIFICATIONS

- Bachelor's degree or higher from an accredited post-secondary institution in Education, Adult Learning, or related subjects in Higher Education.
- Higher Education Instructional Technology Experience: 1 year
- Prior Simulation Experience: 5 years or more, preferred
- Apple Mac iOS and Windows Computer Software Knowledge
- AV Software System Experience
- Preferred Experience in ExamSoft[®], Laederal SimMan 3G[®], D2L[®]
- Possess a working knowledge of adult learning theory and desire to work in a higher education environment
- Daily interaction with faculty, staff, and students is expected including support with coursework development utilizing computerized testing, PowerPoint presentations with audience response, and navigation of online learning management systems
- Classroom and curriculum delivery are experienced through various computer devices

RESPONSIBILITIES

CLASSROOM RESPONSIBILITIES:

- Assist faculty with classroom instruction, initiating Teams recordings with transcription, and software management with classroom delivery of lecture content
- Assist faculty with ExamSoft to include posting exams or verification exams are posted correctly, proctoring exams, grade entry into BrightSpace, management of student's upload/download issues during the examination process
- Manage and coordinate Testing Accommodations Team for students
- Infuse current technology into the school's programs
- Support our engaging curriculum delivery in the classroom and online
- Monitor future technology trends that would enhance MTSA's classroom experience work closely with multiple departments to assess needs, revise and update classroom technology, coach faculty, and support implementation of active learning strategies in the classroom
- Manage technology for smart screens for all buildings
- Other duties as assigned

SIMULATION RESPONSIBILITIES:

- Provides support in the use of simulation in multidisciplinary healthcare settings
Prepares and maintains lab equipment and materials related to simulation including:
 - Monitoring fresh gas (oxygen, air) use and replenishing tank supplies as required on anesthesia machines and for central gas supplies

- Maintenance of laryngoscopes and blades, anesthesia machines, and additional equipment required for anesthesia-based scenarios
- Troubleshooting immediate issues with simulation equipment and all other equipment used in relation to the simulations
- Provision of labeled syringes as indicated by simulation guidelines
- Initiation of SimMan[®] or SimBaby[®] functioning and Bluetooth connection to Laerdal programming/ MTSA network
- Video equipment and software preparation prior to each simulation experience
- Program software to SimMan's[®] physiological response to instructor specifications
- Operate patient simulators during simulations as guided by faculty
- Assist in training faculty in the use of simulation equipment
- Room preparation for various simulations
- Work closely with the Director of Simulation in coordinating simulations
- Work closely with the Director of Simulation in maintaining inventory of all equipment and supplies related to simulation, including ordering of necessary supplies
 - Perform during each semester break inventory of simulation-based equipment, and organize equipment needed for the upcoming semester simulations
- Provides recommendations on equipment, supplies and materials
- Maintains current knowledge of simulation equipment catalogs and operation manuals
- Operate and maintain audio/visual equipment for debriefing of simulation experiences
- Other duties as assigned

SUPERVISION

Reports to the Program Administrator DNAP Program

ATTENDANCE

Expected to be available during the normal business hours of Middle Tennessee School of Anesthesia, Monday – Thursday 8:00 am – 6:00 pm.

COMMITTEE INVOLVEMENT

- MTSA Staff Committee member
- School Life Committee
- Informatics Committee

CONTACT

Please submit your resume to the office of Human Resources.

HR@mtsa.edu