Nursing Learning Resource Center Coordinator

Department: School of Nursing and Health Sciences

Reports To: Dean of the School of Nursing and Health Sciences

About North Park:
Founded in 1891, North Park University is a Christian university affiliated with the Evangelical Covenant Church of over 3,200 students from around the country and world. Located for over 125 years on the land of the Miami and Potawatomi tribes in what is today Chicago’s northside, NPU has recently been designated a Hispanic Serving Institution and is committed to serving diverse populations. Elevating North Park University’s core distinctives of Christian, city-centered, and intercultural, NPU values diversity among its faculty and is committed to building a racially and culturally diverse intellectual community, and strongly encourages the nomination and candidacies of persons who are Black, Indigenous, and People of Color regardless of gender.

General Description:
This part-time Nursing Learning Resource Laboratory Center (NLRC) personnel will assist in coordinating skill development with the students in the practice lab and on an as-needed basis. They will provide clinical tutoring to at-risk students as needed. The NLRC Personnel will keep track of supplies used in labs to forward information to the designated individual who orders the NLRC. Personnel will work with student workers to ensure the setup and breakdown of labs are for the following day. Will assist in maintaining the NLCRC calendar, monitors, and approves student worker hours. NLRC personnel will assist and supervise the setup for the Health Assessment lab.

Qualifications:
- Minimum of a bachelor’s degree in Nursing, MSN preferred
- 3 to 5 years of acute and primary clinical experience
- Strong interpersonal and organizational skills
- Unencumbered Registered nurse licensed in the state of Illinois

Essential Duties:
1. Assists students in acquiring selected nursing skills by demonstrating the appropriate methods—Supervises and provides tutoring to students during practice performance in the laboratory.

2. Creates a learning environment that will enhance students’ ability to use conceptual thinking and problem-solving skills.

3. Works closely with departmental faculty to plan strategies to increase the student(s) ability to meet clinical skill requirements.

4. Assist with ordering of new student uniforms

5. Maintains the skill lab, orders supply, keeps inventory, and orders various anatomical training aids and multimedia supplies, including computer software and videotapes.

6. Provides medical equipment and supplies needed for demonstration of clinical procedures

7. Maintains records of student attendance and skill performance in a college laboratory

8. Collaborates with the Simulation Nurse Educator and other staff in maintaining and ordering supplies

9. Works varied hours – up to 8 hours a day

10. Schedules open lab sessions, remedial nursing skills assessments, and skills evaluations for students as requested by clinical faculty

11. Performs other duties as required.

**Major Responsibilities:**

- Support the mission and philosophy of North Park University and the School of Nursing
- Promote a professional growth environment for baccalaureate students, faculty, and staff by fostering open communication to enhance positive exchange.
- Perform other duties as assigned by the Director of the Undergraduate Program and the Dean of the School of Nursing.

*NOTE: Nothing in this job description restricts the supervisor’s right to assign or reassign duties and responsibilities to this job at any time.*