



Lab Coordinator (Permanent) – Competition #20-24/25 – Swift Current Campus

Reporting to the Program Coordinator responsible for Nursing and Health Sciences, the Lab Coordinator is responsible for the setup and of nursing and health sciences course labs, clinical skills practice labs, simulations, skill competency testing sessions and other identified laboratory learning experiences as directed by the nursing and health sciences instructors and Program Coordinator.

The lab coordinator will work collaboratively and independently to support lab activities with the clinical skills lab. Utilizing a sound working knowledge and skill set related to healthcare procedures, you support the smooth and efficient running of the lab on a day-to-day basis. This includes pre-lab preparations, setup, support, and clean-up with minimal or no supervision. This position is responsible for the routine maintenance of the simulation models and maintenance of adequate inventory levels. This position may experience constant interruptions, changing priorities, strict deadlines, multiple complex logistics, and moderate/heavy physical labour and requires excellent time management skills.

Start Date: February 3, 2025

FTE: 1.0

This position is scheduled from September to June each fiscal year

Qualifications:

Candidates must be able to demonstrate:

- Knowledge of current equipment, supplies and procedures used in health education
- Knowledge of medical terminology
- Effective oral and written communication skills
- Excellent organization, planning and analytical skills
- Keen attention to detail
- Ability to work cooperatively as an effective team member
- Ability to take initiative and work independently with minimal supervision
- Demonstrated proficiency with word processing, spreadsheets, email; including an aptitude to learn new computer programs
- Willingness to work with individuals from diverse backgrounds

Education

- Completion of a post-secondary, two-year practical nursing diploma

Experience

- Minimum of two years of experience working with nursing equipment and procedures
- Experience in the health education lab / simulation learning environment is preferred

A complete job description and competencies for this position can be found on the Great Plains College [website](#). For additional information, contact Larry Kielo, Manager of Programs, at 306-774-3617.

Send resume and cover letter, quoting competition #20-24/25 to: gpchr@greatplainscollege.ca. Applications received prior to 12:00 pm on February 4, 2025 will be reviewed for this competition. We wish to thank all candidates who apply, however only those selected for interviews will be contacted.

The successful applicant will be required to complete a criminal background check that is satisfactory to Great Plains College.