

Job Description

Course Facilitator

Qualifications

- Minimum Master's Degree from an accredited institution.
- Excellent use of English language
- Excellent oral and written skills
- Computer literacy
- Familiar with online technologies and learning management systems
- Minimum of 5 years of simulation experience
- Member of INACSL
- Preferred author of peer-reviewed simulation articles or chapters in simulation

Expectations

- Online facilitator must be accessible to participants via learning management system, email, and zoom videoconferencing
- The facilitator must be able to respond to student requests within 24 -48 hours Monday through Friday
- The facilitator will actively monitor and track participants progress through the course
- The facilitator will contact the learner if assignments are not completed in a timely manner
- The facilitator will provide direction through the assigned course

Duties & Responsibilities

- Create a safe learning environment
- Interacts with students in a professional manner to demonstrate role modeling, professionalism, and mentoring
- Responds in a timely manner as noted above
- Participates in monthly 'live' session as determined by the majoring of the learners depending on time zones and dates available for maximum participation. The live sessions will be recorded for the learners not able to attend
- Provides constructive feedback
- Assists students with navigation of Learning Management System, as needed.
- Tracks individual participants progress and offers guidance to facilitate completion of the assignment/course
- Troubleshoots problems with the technology, as needed with the assistance of INACSL technology support
- Reports issues with the technology or content to the ISEP Director

Terms of Agreement

- Uses personal hardware (PC or MAC), software and internet service
- Assists in maintaining student retention in course and program through interactions and feedback
- Attends one faculty meeting per quarter
- Attends faculty meetings as scheduled
- Maintains confidentiality of all aspects of the program, including learner performance

Other

- Provides assessment feedback to INACSL in a timely manner
- Participates in quality improvement initiatives such as program evaluation and updates as new evidence is available