



Job Title	Assistant Director, Clinical Skills and Simulation Center	Job Code	COM25
Pay Plan	A&P	Pay Grade	20
Union	Non-Union	FLSA Status	Exempt
Job Family	College of Medicine	Union Code	0
		Subfamily	College of Medicine

Job Family & Subfamily Summary

College of Medicine Professionals include positions that are specialized and unique to the UCF College of Medicine.

Job Summary

Responsible for providing overall administration and management of the UCF College of Medicine (UCFCOM) Clinical Skills and Simulation Center (CSSC) working closely with UCFCOM leadership and faculty to ensure the integration of learning experiences and content delivered across core elements of the medical student curriculum, as well as medical school's formative and summative clinical skills assessments that occur in CSSC. The Assistant Director is responsible for managing all center operations, staff and budget.

Representative Duties

1. Project Management

- Responsible for the overall management, operations and logistics of the CSSC, including facility operations and maintenance, budget management, session design, allocation of resources (space, supplies, and human), and the execution of events
- Ensures room reservations, digital capture system operation, supply inventory, coordinating and scheduling events, setting up and breaking down after simulated events
- Responsible for the management of both intramural AHSC events as well as external events supported by CSSC Standardized patient program including creating quotes, invoices, and keeping financial documentation for the appropriate ID transfer
- Monitors monthly budget and prepares financial reports
- Manages Student Self-Directed Practice (SDP) Sessions: including scheduling of students and SPs, keeping module directors and coordinators informed on student's needs

2. Staff Management

- Manages of CSSC staff including A&P, USPS, and OPS positions
- Hires, trains, supervises, and evaluates the work CSSC staff to ensure that all responsibilities are performed to expected standards
- Creates, modifies and finalizes appropriate job descriptions for existing and evolving program staff
- Assigns tasks to employees, follows up on tasks, and assists them in completing the tasks by obtaining/providing additional support to complete them

3. Quality Improvement

- Responsible for quality assurance and QI processes of the CSSC, to include but not limited to: reviewing and proofreading all AV programming (blueprints, checklists, student notes); validation of performance scores; participation in pass/fail standard setting process; continuous process improvement of Standardized Patient Program (P&P) and educational program
- Supports and troubleshoots during sessions with SPs, students, faculty and administration of CSSC AV system: runs reports, creates users, manages access, and retrieves information

Education, Experience, Skill Requirements		
	Required	Preferred
Education Level	Bachelor's	Master's
Certification(s)		
Licensure(s)		
Work Experience		
4+ years of relevant work experience 1+ years of leadership experience		
Additional Requirements		
<ul style="list-style-type: none"> • Human Resources Experience • Project Management Experience • Budgeting experience • Experience in education/training programs 		

Physical/Environmental Demands
Standard office environment with no unique physical demands

This general outline illustrates the type of work that characterizes the job. The statements in this job description are not intended to be an exhaustive list of all duties, responsibilities and qualifications required of the job.