



Position Open Notice
Nursing Simulation
Education Coordinator
Part-time
Thatcher, Arizona

College and Area Information:

Eastern Arizona College's District Offices are located in Thatcher, Arizona, a beautiful rural area with easy access to arid as well as mountainous recreation. The College is located approximately 125 miles northeast of Tucson and 165 miles southeast of Phoenix. EAC is a comprehensive community college offering five associate degrees across nearly 50 programs of study. Eastern Arizona College is the oldest member of the Arizona Community College system and is fully accredited by The Higher Learning Commission.

Position Summary and Organizational Relationship:

The Nursing Simulation Education Coordinator reports to the Director of Nursing and supports the implementation of group study session, skills labs, clinical simulations, and instructional activities within the nursing program. This position assists faculty in facilitating student learning in classroom, laboratory, and clinical settings. The coordinator contributes to assessment activities, student performance reporting, and curriculum improvement efforts. This role requires strong organizational, communication, and technical skills, along with the ability to collaborate effectively with faculty and students to support high-quality nursing education. This is a part-time position generally consisting of no more than 19.5 hours per week as scheduled by the supervisor

Required Qualifications:

Required qualifications to effectively perform job. An equivalent combination of education, training, and experience will be considered.

- A professional AZ Registered Nursing license in good standing
- Minimum one year of recent experience as an RN providing direct patient care.
- Current knowledge and skills in at least two of the following areas: Medical-Surgical, Emergency, Intensive Care, Obstetrics, Pediatrics, Gerontology, Mental Health, Community Health
- Ability to relate effectively to students from a wide variety of ethnic backgrounds, learning orientations, and levels of preparation.
- Willingness to teach late afternoon, evening, weekends as necessary.
- Capacity to travel to other campuses or hospitals as needed for meetings, skills days, or educational in-services.
- Meet the clinical requirements of any clinical agency assigned to
- Ability to work well within a department structure and reinforce current classroom lessons with students
- A clear understanding and commitment to the community college philosophy and goals

Preferred Qualifications:

- Experience teaching adult learners
- Demonstrated experience effectively using computers for supplemental and mediated instruction.
- Experience in reviewing and developing curriculum.
- Demonstrated ability in using various teaching techniques.
- Demonstrated recent participation in professional development activities.
- Demonstrated ability and interest in conducting community outreach projects.
- Ability to work well within a departmental structure and with other faculty in the design and implementation of curriculum and assessment.
- A clear understanding of and commitment to the community college philosophy and goals

Essential Functions:

- Assist with the implementation and delivery of skills labs, clinical simulations, and testing as required.

- Work closely with a faculty mentor to develop teaching skills, understand how best to address the needs of students, and become familiar with supportive resources available to students and faculty.
- Assist with the analysis of assessment data to drive curriculum development and changes as needed.
- Assist with developing, implementing, and evaluating the nursing program outcomes.
- Maintain laboratory equipment and purchase laboratory supplies.
- Supervise and direct students in classroom, lab, and clinical areas as needed.
- Maintain a minimum accountability week equivalent up to 19.5 hours per week, with most hours being on campus or in the clinical setting.
- Use assessment data to drive curriculum development and changes as needed.
- Participate in developing standards and assessment processes for the admission, academic progression, and graduation of students.
- Complete student performance analysis and reports.
- Commit to participate in professional development activities.
- Teach late afternoon, evening, weekend and/or summer classes as needed.
- Perform other duties as assigned.

Knowledge, Skills and Abilities:

May be representative, but not all-inclusive, of those knowledge, skills, and abilities commonly associated with the job.

- Proficient in using Microsoft Office 365 including Outlook, Word, and Excel, electronic communication and information tools and general office equipment with good typing and data entry skills.
- Ability to relate effectively to students from a wide variety of ethnic backgrounds, learning orientations, and levels of preparation.
- Effective leadership, administration, and communication skills.
- Thorough knowledge of nursing principles, competencies, and best practices.
- Knowledge of state, federal and accreditation rules, regulations, and guidelines affecting nursing programs.
- Excellent communication skills, both verbally and in writing.
- Ability to communicate effectively in both oral and written form with a diverse internal and external audience.
- Ability to effectively organize and prioritize work as well as concentrate on multiple tasks simultaneously.
- Ability to work independently while contributing to team environment.
- Excellent communication and public relations skills with diverse populations.
- Excellent proofreading skills.
- Excellent technical and analytical skills.
- Ability to utilize technology to maximize productivity and efficiency.
- Organized thinker with exceptional attention to detail.

Physical Abilities:

Activities commonly associated with the performance of the functions of this job. The physical demands described below are representative of those that must be met by an employee to successfully perform the essential functions of this job.

Reasonable accommodation may be made to enable individuals with disabilities to perform essential functions.

- Required to use close vision and be able to focus.
- Regularly required to talk and hear; frequently required to sit, stand and bend at the knee and waist, and walk.
- Must be able to have repetitive wrist, hand and/or finger movement to type and work on computer.
- Must have finger dexterity and hand-eye coordination to work on computer, telephone, and related office equipment.
- Regular attendance is a necessary and essential function.
- Work is performed in an office environment.
- Subject to standing, walking, sitting for extended periods of time; bending, reaching above the shoulders and horizontally to retrieve files and supplies; kneeling and occasional lifting of objects up to 35 pounds.

Working Environment:

Environmental or atmospheric conditions commonly associated with the performance of the functions of this job.

- Work is performed in an office environment under general office conditions.
- Exposed to moderate noise levels.
- May occasionally be exposed to bodily fluids

Application Information:

Applicants should send a resume, a cover letter addressing each of the required qualifications and describing experience related to the position responsibilities and a signed copy of the EAC application form, available on EAC's website ([EAC Application Form](#)). Application materials can be emailed to careers@eac.edu or mailed to the address listed below:

Eastern Arizona College
Human Resources – SS 209
615 N. Stadium Avenue
Thatcher, AZ 85552-0769

The submission of all required application materials for the screening committee's review is the responsibility of the applicant. Applicants must be prepared to interview at their own expense.

Closing Date:

The position closes on **March 19, 2026, at 5pm**. Review of applications will begin immediately and continue until the successful candidate is identified.

Compensation and Position Availability:

The initial position compensation is **\$44.09 per hour**. The anticipated position start date is as soon as practical once the successful candidate is identified.

Questions:

Human Resources Department
Voice: (928) 428-8915
FAX: (928) 428-2580
E-mail: Careers@eac.edu

EASTERN ARIZONA COLLEGE IS AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER

Eastern Arizona College is in compliance with Titles VI and VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, and the Rehabilitation Act of 1973, and does not discriminate on the basis of race, creed, color, national origin, disability, age, or sex in any of its policies, practices, or procedures. This includes, but is not limited to, admissions, employment, financial aid, educational services, programs and activities.

Eastern Arizona College complies with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, 20 U.S. Code § 1092(f) and the Higher Education Opportunity Act of 2008, by distributing an Annual Security and Fire Safety Report. The report is intended to inform the campus community of campus safety information, Clery Act crime statistics, on-campus housing fire data and statistics, and policies and procedures relating to sexual violence, emergency response, and other safety factors. A copy of EAC's Annual Security and Fire Safety Report can be found at <https://eac.edu/student-life/campus-safety.php>. A paper copy of the report will be provided upon request at EAC's District Office, located at 615 N. Stadium Avenue, Thatcher, AZ.

A daily crime log listing all criminal and alleged criminal incidents reported to campus police/security is available on-site, during normal business hours, at the EAC Police Department, located at 620 N. College Avenue, Thatcher, AZ.

A fire log containing all reported fires that occurred at any of EAC's on-campus student housing facilities is available during normal business hours at the Housing Office, located at 900 N. College Avenue, Thatcher, AZ.