

**Wabanung Campus**  
770 N. Main St  
L'Anse, MI 49946  
Phone: (906) 524-8400  
Fax: (906) 524-8420



**Arts & Agriculture Center**  
15211 Pelkie Rd  
Pelkie, MI 49958  
Phone: (906) 524-8903  
Fax: (906) 524-8420

**KBOCC Mission Statement:** *As a tribal land grant institution, Keweenaw Bay Ojibwa Community College supports and uplifts all learners to achieve their goals through holistic education, while promoting Anishinaabe culture, language, and lifeways.*

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## **Nursing Lab Coordinator**

### **1 Full-time, non-exempt position**

*All REQUIRED DOCUMENTATION MUST BE SUBMITTED BY THE CLOSING DATE OR THE APPLICATION WILL NOT BE CONSIDERED FOR EMPLOYMENT*

- ☐ Complete Keweenaw Bay Ojibwa Community College Application
- ☐ Copy of High School Diploma, GED, or High School Certification of Completion
- ☐ Copy of College transcripts
- ☐ Resume and Cover letter
- ☐ 3 current letters of recommendation
- ☐ Must have a valid, unrestricted Michigan Drivers' License
- ☐ If you are American Indian, you must attach a copy of tribal enrollment or proof of descendency
- ☐ If you are a Veteran, you must attach a copy of your DD21

KBOCC Human Resource Office  
770 N. Main St, L'Anse, MI 49946  
Phone: 906-524-8402  
OR email [hr@kbocc.edu](mailto:hr@kbocc.edu) with all documentation

Official KBOCC applications on our website:  
<http://www.kbocc.edu/employment/>

Keweenaw Bay Ojibwa Community College does not discriminate based on race, color, national origin, sex, religion, or age in employment. However, Individuals of Indian Ancestry and Veterans will be given preference by law.

**Wabanung Campus**  
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Fax: (906) 524-8106



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***KBOCC Mission Statement:*** *Formed out of our American Indian identity, the mission of the Keweenaw Bay Ojibwa Community College is to provide post-secondary education rich in Ojibwa culture, tradition, and beliefs that supports lifelong learning.*

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## **JOB DESCRIPTION**

**POSITION:** Nursing Lab Coordinator (Full-time, non-exempt)

**DEPARTMENT:** Academic Affairs

**SUPERVISORY CONTROL:** Nursing Department Chair

**SALARY:** Grade 14 (\$23.30-34.80 depending on experience)

**LOCATION:** KBOCC Wabanung Campus  
770 N. Main St, L'Anse, MI 49946

## **SUMMARY:**

The Nursing Lab Coordinator is a full-time, 10-month faculty position responsible for creating and maintaining a safe, effective, and innovative nursing lab environment at Keweenaw Bay Ojibwa Community College. This role plays a key part in supporting student learning by managing lab operations, integrating simulation-based education into the curriculum, and ensuring compliance with academic and professional standards. The Coordinator will demonstrate a strong commitment to academic excellence, student success, and the mission of KBOCC, while working collaboratively with faculty, staff, and community partners to prepare students for professional nursing practice.

## **MINIMUM QUALIFICATIONS:**

- Must have a minimum of five years' experience as a registered nurse. Preference will be given to those with a Bachelor of Science in Nursing degree.
- Must have an unencumbered and current license to practice in Michigan.
- Must have experience in simulation-based education.
- Excellent written communication and organization skills; ability to work with students and scholars from diverse backgrounds, abilities, and needs.
- Knowledge of issues and trends in nursing education.
- Committed to rapid pedagogical, academic, and employment changes as driven by the healthcare industry.
- Experience in community relations and cultivating partnerships.
- Demonstrated good judgment and commitment to program excellence.
- Proven ability to work collaboratively with others.
- Knowledge or experience in working with Native Americans, in a tribal college or educational setting preferred.

- Possesses minimum standards of character:  
 Must not have been found guilty of, or entered a plea of nolo contendere or guilty to any felonies offense or 2 or more misdemeanor offenses involving (under federal, state, or tribal law; violations from other states will be interpreted according to the Michigan Penal Code):
 

Crimes of violence	Sexual Assault
Molestation	Exploitation
Contact with or prostitution	Crimes against people
Offenses committed against children	Child abuse or neglect

#### **REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:**

- Understanding of KBOCC's collegiate academic programs.
- Advanced word processing and computer skills, understanding of collegiate student and course management systems preferred. Must have knowledge of Microsoft Office applications.
- Demonstrated understanding of and a commitment to the tribal college mission and purpose teaching and learning, high academic standards, and student success.
- Compliance with state, federal and local laws/regulations relating to programs, governmental compliance, and other regulatory standards such as state Board of Nursing and national accreditation guidelines.
- Ensure that all educational activity is conducted in a legal and ethical manner.

#### **DUTIES AND RESPONSIBILITIES:**

- Oversee the planning, implementation, and evaluation of lab and simulation-based learning activities.
- Develop and maintain nursing simulation lab policies, procedures, and safety protocols under supervision of the Nursing Department Chair.
- Collaborate with faculty to design and deliver realistic, high-fidelity simulation scenarios aligned with curriculum goals and incorporate into course objectives and assessments.
- Ensure proper setup, operation, and maintenance of lab and simulation equipment and technology.
- Facilitate debriefing sessions and provide feedback to students and faculty.
- Assist with integration of simulation into nursing curricula to enhance clinical reasoning, decision-making, and patient care skills.
- Stay current with trends in simulation education and technology.
- Provide training and development opportunities for allied health faculty and staff in simulation pedagogy.
- Maintain a working knowledge of the KBOCC administrative student management software system as it relates to classroom management and the advising of students. Maintain working knowledge of Canvas.
- Meet all scheduled classes/labs/clinics for the entire allotted time.
- Assist with creation and maintenance of all Nursing laboratory and simulation inventory now and on a yearly basis.
- Assist with Nursing laboratory inventory, purchasing supplies and equipment including mannequins and simulators.
- Assist with and monitor audio-visual and computer assisted instructional media.
- Assist with maintenance of the Nursing lab inventory budget.
- Maintain a safe laboratory environment for participating students and faculty according to industry and college standards.

- Ensure safe storage of any hazardous materials and equipment.
  - Obtain and maintain proficiency in operating equipment in the Nursing laboratory. Examples include, but are not limited to mannequins, mid and high-fidelity simulators, IV pumps, ventilators, patient monitoring devices, and audio/visual equipment.
  - Suggest new capital equipment for utilization in the Nursing laboratories.
  - Maintain and submit records as required by the Dean of Academic Affairs, Registrar, and the Nursing Department Chair, meeting prescribed deadlines.
  - Recommend reference and instructional material to the Nursing Department Chair.
  - Participate with college committees and various college activities as requested or assigned, including meetings and events which may be scheduled outside the coordinator's designated office hours.
  - Follow the college procedures and submit all required documentation for coordinator absences, student complaints, violations of academic dishonesty, etc.
  - Collaborate with the Nursing Department Chair in assessment and classroom-based research and assist in developing and refining curriculum as needed.
- Other duties as assigned

#### **WORK ENVIRONMENT & SCHEDULE:**

- Standard office and classroom environment
- Oversight and full access to newly developed, state-of-the-art simulation/clinical laboratories
- Contracted 32 hours/week on campus, compensated for 40 hours/week
- Paid breaks aligned with the student academic calendar

#### **EMPLOYMENT BENEFITS:**

- Paid Time Off: Minimum of 4 hours sick leave per pay period, plus 3 personal days annually. Additional paid time off during scheduled academic term breaks.
- Employee Assistance Program (EAP): Free and confidential services for employees and their families.
- Professional Development: Access to training and continuing education.
- Work-Life Balance: Supportive workplace policies and flexible scheduling.
- Free daily lunch provided at the campus café.
- Free access to fitness center.
- Student loan forgiveness opportunities.

#### **PRE-EMPLOYMENT REQUIREMENTS:**

Employment is contingent upon:

- Satisfactory background check
- Pre-employment drug screening
- Pre-employment physical examination

**NATIVE AMERICAN PREFERENCE:** Preference will be given to qualified applicants according to policy.

**VETERAN PREFERENCE:** Preference will be given to qualified Veterans(need DD214)

**CLOSING DATE:** Internal Posting: 10/6/2025 – 10/13/2025 by 4:00p.m.  
External Posting: 10/14/2025 -10/14/2025 by 4:00p.m

Submit an official KBOCC application, cover letter, resume, certification/transcripts, and three current reference letters to:

**Human Resources  
Keweenaw Bay Ojibwa Community College  
770 N. Main Street  
L'Anse, MI 49946  
or email: [hr@kbocc.edu](mailto:hr@kbocc.edu)**

*This position announcement summary is intended to indicate the kinds of tasks which will be required of this position and shall not be construed as declaring what the specific duties and responsibilities of the position will be. It is not intended to limit or modify the right of the supervisor to assign, direct and control the work of this position, nor to exclude other similar duties not mentioned. The use of a particular expression or illustration describing duties shall not be held to exclude other duties not mentioned that are of similar kind or level difficulty.*