

## Nursing Lab Coordinator

Are you passionate about shaping the next generation of nurses? As our **Nursing Lab Coordinator**, you'll play a pivotal role in creating dynamic, hands-on learning experiences that prepare students for real-world clinical excellence. This position blends leadership, organization, instruction, and operational oversight — ensuring our nursing labs run smoothly, safely, and effectively while supporting faculty and students every step of the way. If you thrive in a collaborative academic environment and enjoy balancing clinical expertise with program coordination, this role offers meaningful impact every single day.

### What You'll Do . . . Key Responsibilities

#### Nursing Lab Coordination

- Manage/coordinate day-to-day activities and services of the nursing lab area including scheduling, lab set-up, and management of lab equipment and supplies.
- Assist the RNUR 1012, RNUR 1014, RNUR 1052, RNUR 1054, RNUR 2032, RNUR 2034, RNUR 2052 and RNUR 2054 labs to provide assistance to the faculty for lab instruction and/or testing under the direction of the course faculty.
  - Facilitate clinical and/or nursing laboratory instruction:
    - Supervise and evaluate student progress in clinical and nursing laboratory learning experiences in accordance with established program policies.
    - Provide adequate feedback/explanation of graded coursework and other student information in an accurate and timely manner.
    - Maintain appropriate student records.
    - Communicate regularly with lead faculty and clinical teaching assistants in order to facilitate student success.
    - Ensure a positive and favorable learning environment in the clinical sites, nursing lab, and the general campus environment.
- Organize all aspects of lab skills testing with Course Coordinator for RNUR 1012, 1014, 1052 and RNUR 1054, including student scheduling, set-up and clean-up. Schedule and test re-entry and Advanced Standing students for the Nursing programs.
- Prepare and maintain the Nursing Program Physical forms, paying close attention to expiration dates of Provider CPR status, Mantoux test dates, Hepatitis B dates, and fall flu vaccine dates. Inform course coordinators of any nursing student status deficiency prior to the start of each semester.
- Promote safe lab practices.
- Order all supplies for the Nursing programs based on input from equipment usage statistics, current students registered and input from the course coordinators.
- Coordinate the ordering and re-supply of consumable lab equipment; conduct and maintain equipment inventories for the Nursing programs.
- Ensure lab/classroom/supply room is clean, safe and organized for the Nursing programs
- Repair or coordinate the repair of lab equipment as required.
- Model professional standards, including, but not limited to collaboration, communication, dress, excellence and attendance.

- Attend and participate in nursing program and college scheduled meetings/activities at which attendance is expected.
- Perform other related duties as assigned.

### What We're Looking For:

#### Education

- Bachelor's degree in Nursing from an approved professional nursing program; Master's degree in Nursing preferred

#### Licensure

- Current, valid Registered Nurse (RN) licensure in Ohio

#### Experience

- Minimum of two years of professional nursing practice
- Teaching or clinical instruction experience preferred

### Why You'll Love Working Here:

At North Central State College, everything we do centers on expanding access, supporting student success, and stewarding our resources responsibly. As Nursing Lab Coordinator, you'll play a key role in delivering high-quality, hands-on learning experiences that directly impact student achievement. You'll collaborate with dedicated faculty to ensure our nursing labs operate safely, efficiently, and in alignment with our mission.

### What we offer:

- Competitive pay
- Medical, dental, and vision insurance with low deductibles
- Employer contributions to retirement (14% for SERS, 10.15% for ARP)
- College-paid life and long-term disability insurance
- Generous time off:
  - 160 hours vacation
  - 120 hours of sick time/year
  - 16 hours of personal time/year
  - 12 holidays + 2 additional College-paid days/year
- Free tuition at NCSC for employees, spouses, and dependents
- Tuition reimbursement for education outside NCSC
- And more!

### Application Review Begins: April 20, 2026

Position open until filled  
(Posted 4/6/26)

### Ready to Join Us?

Submit your resume and cover letter at:

👉 [www.ncstatecollege.edu/jobs](http://www.ncstatecollege.edu/jobs)

Or send to:

### North Central State College

Attn: Human Resources  
2441 Kenwood Circle  
Mansfield, OH 44906