WEST VIRGINIA STATE UNIVERSITY

1891

Academic Lab Manager, Department of Nursing
College of Education, Health, and Social Sciences

West Virginia State University

Founded in 1891, West Virginia State University (WVSU) is a public-land grant institution, which was originally founded as a historically black university, but which has evolved into a fully accessible, diverse, and multi-generational institution serving approximately 2,600 students. WVSU offers 23 undergraduate and 6 graduate degrees, along with one doctoral degree. WVSU competes in athletics at the NCAA Division II level in 7 men's sports and 8 women's sports. WVSU is located in Institute, WV, a suburb of Charleston, the largest city and the capital of West Virginia. With more than 200,000 people living in the metropolitan area, it is an active, exciting and engaging community, boasting cultural and historical events, music, festivals and entertainment.

Position Description

The Department of Nursing at West Virginia State University invites applications for an Academic Lab Manager position beginning in the Fall 2026 semester. This role supports the Bachelor of Science in Nursing (BSN) program, including the Hybrid LPN-to-BSN pathway. The Academic Lab Manager supports the program by overseeing the daily operations, development, and strategic planning of nursing skills and simulation labs, coordinating clinical site placements, and may be required to provide direct clinical supervision and instruction to nursing students in various clinical settings.

This is a full-time, 0.92 FTE (11-month), non-classified, benefits-eligible staff position with a variable schedule and education stipend. The appointment must be renewed annually, and continuation of the position is contingent upon continued availability of external funding. Continued employment and the education stipend are also contingent upon the candidate providing proof of admission or enrollment and continued participation in a master's degree in nursing, Doctor of Nursing Practice (DNP), or nursing certification program beyond the RN license at the end of each academic semester.

Responsibilities for the Academic Lab Manager

The Academic Lab Manager must possess strong clinical skills, effective communication abilities, organizational skills, and a commitment to student success in clinical education. Essential functions, in addition to teaching, include:

- Oversee the daily operations, development, and strategic planning of nursing skills and simulation labs for both the Traditional BSN and LPN to BSN tracks at West Virginia State University (WVSU).
- Establish and maintain congruity between the nursing labs across both tracks on the WVSU campus.
- Facilitate positive, supportive learning environments through student guidance and mentoring to drive academic success.
- Coordinate clinical site placements under the direction of the Program Director.
- Collaborate with the Program Director, LPN-to-BSN Coordinator, faculty, and clinical site personnel to ensure positive clinical experiences and alignment with program objectives.
- Oversee the supply procurement process, inventory control, management, and supply distribution across both tracks on the WVSU campus.
- Ensure Department of Nursing labs remain safe, well-equipped, and student-ready for the start of the fall and spring semesters.
- Participate in pinning, recruitment, student orientation, boot camps, and community engagement events such as career exploration days and open houses.
- Coordinate and present lab demonstrations to prospective students and families.
- Promote the WVSU Department of Nursing by showcasing simulation technology and lab capabilities.
- Participate in orientation sessions, pre- and post-clinical conferences, and student advising related to clinical requirements.
- Maintain current knowledge of clinical practices, evidence-based guidelines, and regulatory standards in nursing.
- Document student progress and complete required clinical evaluations in a timely manner.
- Attend faculty meetings, department committees, and program-specific meetings as required.
- Participate in accreditation activities, curriculum evaluation, and program development as needed.
- Direct, Manage, and Evaluate Student learning in the clinical/lab setting.
- Provide constructive feedback to support clinical competency and professional development
- Assist the students in integration of theory and practice, specific to the course's learning activities and level of the learner.
- Evaluates the student's development of clinical reasoning skills.
- Directly observe and guide students' learning activities with the clients and in simulated environments.
- Evaluate students in clinical/lab related to the Student Learning Outcomes.
- Demonstrate proper respect for students, faculty, and staff and conduct the class in a student friendly manner.
- Orient students to the clinical/lab area and demonstrate proper procedures.
- Other duties as assigned.

Requirements for the Academic Lab Manager

- Must have a Bachelor of Science degree in nursing (BSN) with at least 3 years of full-time clinical experience as a Registered Nurse (acute care, pediatrics, maternal-newborn, or med-surg related experience).
- Current/unencumbered RN license in West Virginia.
- Current healthcare provider CPR certification through the American Heart Association.
- Previous experience teaching or precepting nursing students is highly desirable.
- Strong clinical judgment, communication, and interpersonal skills.
- Ability to work a variable schedule based on laboratory, simulation, and clinical program needs. Work hours are not limited to standard weekday office hours and may include extended clinical days, occasional Saturdays, and supervisor-approved adjustments to the days worked. A compressed workweek may be approved when program coverage permits. All schedules must comply with University work-hour, meal-period, and timekeeping requirements.

Education Stipend

Through Dickinson Family funding administered by the West Virginia State University Foundation, the position includes an education stipend of $5,000 per semester, paid directly to the school or educational institution the employee attends. This benefit supports pursuit of a master's degree in nursing, Doctor of Nursing Practice (DNP), or nursing certification beyond the RN license.

- The employee must provide proof of admission or enrollment and continued participation in the qualifying degree or certification program at the end of each academic semester. Candidates already admitted to or enrolled in a qualifying program are preferred, especially those attending in-state West Virginia programs. Continued availability of the education stipend is contingent upon the designated funding.

Salary Statement

Salary will be commensurate with experience and qualifications; adjusted upward from standard faculty range to reflect coordination responsibilities).

Benefits of Full-Time Employment

West Virginia State University offers a comprehensive benefits package designed to support the health, financial security, and work-life balance of its employees. Benefits include employer-sponsored health insurance through PEIA with prescription coverage, access to wellness programs, and the option to enroll in dental, vision, hearing, and other supplemental insurance plans. Employees may also participate in health savings accounts and flexible spending accounts.

The university provides employer-paid basic life insurance and offers optional additional coverage. Retirement benefits are provided through the TIAA retirement plan with a **6% employer match for employees contributing 6% of their salary.**

Full-time employees accrue **two days of annual leave and one and a half days of sick leave per month (11-month leave is prorate accordingly)**, along with eligibility for family medical leave, military leave, workers' compensation, and unemployment coverage. Additional benefits include educational assistance opportunities, access to the university's Employee Assistance Program, and other university amenities.

To Apply:

First consideration will be given to applicants who submit a resume, cover letter, academic transcripts, and the names and email addresses or phone numbers of three professional references by November 6, 2026. The position will remain open until filled. All requested information must be submitted for your application to be considered.

Please submit application materials via email to jobs@wvstateu.edu or mail to:

West Virginia State University
Department of Human Resources
P. O. Box 1000, 324 Ferrell Hall
Institute, WV 25112

West Virginia State University conducts criminal background checks on all job candidates upon acceptance of a contingent offer. Any offer of employment is contingent upon the satisfactory completion of a background check.

West Virginia State University is an equal opportunity employer committed to providing access, equal opportunity, and reasonable accommodation in employment and in its services, programs, and activities. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, age, protected veteran status, or disability. Individuals who require reasonable accommodation to participate in the job application or interview process should contact the Disability and Accessibility Resources unit at 304-766-3083 or ada@wvstateu.edu

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