



ADVENTIST UNIVERSITY

3800 S 48th St. | Lincoln NE 68506

Job Description EMS Coordinator

Classification

Full-time, exempt (salary)

Salary Range

Commensurate with experience and level of educational achievement according to Union Adventist University's salary structure for faculty.

Target Date of Appointment

Open until filled

Program Mission Statement

Deliver exceptional education to empower highly skilled leaders inspired by Jesus, dedicated to uplifting humanity through service.

Position Description

The EMS Coordinator is responsible for developing and managing the EMS component of the International Rescue and Relief (IRR) program. This role includes both teaching responsibilities and program administration to ensure high-quality EMS education and compliance with state and national standards. The EMS Coordinator position will require collaboration with a variety of individuals/entities, including the program's medical director and EMS agencies.

Qualifications

- Desire to passionately share the healing ministry of Christ with students.
- An Associate Degree in a relevant discipline is required; a Bachelor's degree preferred.
- 3+ years of experience as a Paramedic, EMT, or relevant medical field.
- A current Nebraska EMT or Paramedic license, or a comparable/higher-level license, is required.
- EMS Instructor Certification is required
 - If the candidate has a current EMT or higher medical licensure, EMS Instructor Certification training is provided.
 - Must be up to date with all state and national requirements and certifications.
- Criminal history and background check clearance.
- Excellent interpersonal skills with emphasis on communication and relationship development with colleagues and students.
- A strong desire to work as a high-performing team member with excellent results.
- Ability to use technology and software both in and out of the classroom.
- Rescue 3 International Instructor Certification or willingness to acquire certification within the first year of employment.

Special Requirements

- An expressed commitment to Jesus Christ, the teachings and mission of the Seventh-day Adventist Church; a Seventh-day Adventist church member in good and regular standing.
- Must be currently authorized to work lawfully in the United States.

Cognitive and Physical Demands

- Memory, reading, reasoning, analyzing, logic, and verbal and written communication are essential requirements of the position.
- This job operates in office, classroom and interactive lab settings. Instruction for EMT class may take place outside, in confined spaces, or other conditions where a patient may be found in real life. This role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets and fax machines as well as all EMS equipment.
- Requires sitting, standing, bending, pulling, reaching, and lifting up to 50 pounds.
- Requires the physical ability to perform and demonstrate all skills for the EMS Program, such as lifting and moving patients, operating cots and stretchers, lifting and moving manikins, and all other skills as needed.
- Requires manual dexterity sufficient to operate standard office machines listed above and other office equipment. Essential tasks are performed under normal office/school conditions with little or no noticeable discomfort. The work area is well-lighted and ventilated.

Responsibilities

Teaching Responsibilities:

- Teach *INRR 100: Emergency Medical Technician*, a course designed to prepare students for the National Registry of Emergency Medical Technicians (NREMT) exam. The EMS Coordinator is expected to maintain a high student pass rate on this exam.
- Teach *INRR 202: Advanced Care for EMS Providers*, which builds upon the EMT course and provides students with advanced training in IV administration, advanced airway management, and other critical EMS skills.
- Teach *INRR 310: Clinical and Emergency Care*, which prepares students for clinical rotations during the Malawi Africa Expedition, the IRR program's capstone experience.

Program Development & Administration:

- Develop and maintain EMS curriculum that meets program goals and aligns with state regulations.
- Ensure compliance with all state requirements for the EMS training center, including successful completion of state audits.
- Establish and maintain strong relationships with local EMS agencies and the broader EMS community.
- Identify and secure new clinical sites for EMT training as needed.
- Collaborate with the program's medical director to ensure quality instruction and clinical practice.
- Hire and supervise teaching assistants for INRR 100 and 202.
- Order supplies for all assigned classes.
- Develop medical protocols in coordination with our medical director for all of IRR's trips, the Summer Program, Disaster Responses, and the Malawi Expedition.
- Be the liaison and organizer/scheduler for patient contact hours for each student in INRR 100 and 202
- Maintain up-to-date partnership contracts with local EMS organizations for clinical rotations and collaborate with new locations as needed.
- Help students with the National Registry application and license renewal process.
- Evaluate student progress and performance on a continual basis, including maintaining accurate and auditable records as required by law and university policy.

Summer Program Responsibilities:

- Participate in and assist with instruction at the IRR Summer Program, a 5-week immersive training experience held each year from May through early June.

- Serve as the lead medical advisor during the Summer Program, overseeing medical scenarios and maintaining both scenario-specific and real-world medical equipment and supplies.

Other Duties:

- Perform additional responsibilities as assigned by the IRR Program Director.
- Follow the established policies and procedures of Union Adventist University that facilitate instruction, administration, and student well-being.
- Meet and conduct assigned classes in a professional manner.
- Teach knowledge, skills, and attitudes that support the learning outcomes identified for each course.
- Interact with students in a fair and equitable manner.
- Establish and maintain collegial relationships with university staff, clinical site staff, administration, and peer faculty.
- Represent Union Adventist University to the community, public organizations, and other organizations as appropriate.
- Participate in Union Adventist University committees as assigned.

Application

Consideration of submitted materials will begin immediately and will continue until the position is filled. Applicants should complete an [application](#) and upload (as one document) a cover letter and references. Submission of materials as a PDF is preferable.

Additional Contact Information

Andrew Saunders – Program Director

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Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.