



JOB TITLE: Interim Nursing Program Director

REPORTS TO: Academic Dean

DEPARTMENT: Nursing

START DATE: June 15, 2021

CLASSIFICATION: Full-Time Faculty

SALARY: Negotiable

General Function:

Plans, manages and evaluates all aspects of the Nursing Program.

Minimum Requirements:

Master's degree or Ph. D. in nursing; Current/unencumbered Georgia RN license; Current healthcare provider CPR/BLS certification; Two years of full-time clinical experience; Three years of experience teaching in a nursing education program leading to licensure; Must be authorized for unrestricted employment in the United States indefinitely with no immigration sponsorship needed.

Duties:

1. Plan, manage and evaluate all aspects of the program including, but not limited to:
 - a. Faculty and staff
 - b. Curriculum development and implementation, including coordination with curriculum committee (Educational Program Committee – EPC)
 - c. Program admissions, recruitment, advanced placement, and outreach
 - d. Teach content as needed
 - e. Compliance with Board rules and regulations
 - f. Compliance with accreditation agencies, and
2. Act as a student advocate
3. Develop and maintain knowledge and currency regarding the program and the policies and procedures by which it is administered
4. Oversee all full & part time faculty and staff
5. With faculty input, determines program policies and procedures and monitors implementation
6. Coordinates, develops, and approves student clinical rotations
7. Coordinates and oversees orientation of new faculty
8. Assists with identification and contract negotiation for use of clinical facilities; assures that contracts comply with Board of Nursing regulations; and maintains file of current contracts
9. Communicates, reports, and interpret program requirements, objectives, and outcomes to administration and other departments
10. Submits annual reports and coordinates development of self-study required for regulatory and accrediting agencies

11. Maintains and updates Nursing Student Handbook assuring accurate and up-to-date content of program policies and procedures. Ensures consistency between Student Handbook, course syllabi, Board of Registered Nursing regulations and accreditation standards
12. Develops and monitors department budget; pursues other funding sources such as grants
13. Coordinates all departmental faculty committees and nursing advisory committees
14. Attends state and national meetings for Directors of Associate Degree Nursing programs, and other assigned meetings as the department representative
15. Chairs Associate Degree Nursing faculty meetings
16. Coordinates program, personnel and facilities with other academic divisions on campus
17. Ensures ongoing program evaluation; takes appropriate action to resolve problems or nonconformance items; reports PLOs to IEC (Institutional Effectiveness Committee)
18. Performs other related duties assigned by the college

Working Conditions:

Office and classroom environment with a minimum lifting (25 pounds) required; Flexible teaching /administration schedule.

Applicants should complete the Quick Application located on Andrew College website for the desired position along with submitting a letter of interest, curriculum vitae, unofficial transcript(s), statement of teaching philosophy & three references with telephone numbers to:

<https://www.andrewcollege.edu/employment-opportunities/>

Jennifer Mitchell, Director of Human Resources hr@andrewcollege.edu

Andrew College—the United Methodist beacon of educational, spiritual, and cultural uplift to Southwest Georgia since 1854—prepares students for lives of servant leadership and purpose through higher education that is relevant to its region and beyond.

Andrew College does not discriminate on the basis of race, color, religion, gender, age, creed, national origin, or disability in its employment policies.