

Lincoln University Job Description

Job title:	<i>Director and Chair/Associate Professor of Nursing Program</i>
Department:	<i>Nursing Department</i>
Reports to:	<i>Dean, College of Science and Technology</i>

Qualifications:

- Master of Science in Nursing is mandatory.
- An earned doctorate in nursing or evidence to reach a terminal degree within the next year is preferred.
- An unencumbered licensure as a registered nurse; ability to obtain a PA license.
- Evidence of at least 5 years' experience in the practice of nursing.
- Leadership skills in nursing or related health field discipline including diplomacy, negotiation, and conflict resolution.
- Evidence in knowledge of curriculum development and evaluation.
- Knowledge of the academic assessment and accrediting processes pertinent to the nursing program are mandatory.
- Evidence of having taught at least three years at the Baccalaureate level.
- Knowledge of Microsoft Office Suite.
- Excellent written and verbal communications, project management, and highly effective presentation skills.
- Evidence of commitment to work respectfully with individuals of diverse backgrounds and points of view.
- A high-level of accountability and self-management.
- Innovation and entrepreneurship in developing new models to support the growth and quality of the Department of Nursing's outreach programs.
- The ability to plan and execute a five-year plan for all nursing programs.

Essential Duties and Responsibilities:

- Oversees the nursing program, which encompasses the current pre-licensure Bachelor of Science program, the soon to be launched RN-BSN hybrid program, spring 2016 and the RN-BSN online program fall 2016.
- The discovery, planning, and implementation of new revenue producing programs and courses consistent with TLU and the nursing program's mission and vision.
- Recruits and ensures appropriate and thorough onboarding of new faculty, staff, instructional personnel, and work-study students.
- Manages the nursing program budget within guidelines and provides recommendations to annual budgeting process.
- Serves as liaison for significant community stakeholders.
- Stays current on national accreditation standards and state approval statuses.

- Ensures program compliance with all accrediting bodies and organizations.
- Responsible for the annual faculty evaluation process.
- Oversees activities of compliance, and recruiting officer including establishing and maintaining agreements with local health clinics and hospitals for clinical rotations.
- Provides classroom requests for all semester schedules.
- Ensures timely communication and information to all internal and external stakeholders.
- Attends cohort sessions to facilitate communication and problem resolution between student, the Department of Nursing, and the College of Science and Technology.
- Facilitates faculty and student issues and escalations.
- Works collaboratively with operational partners to assure student success, faculty excellence and curricula soundness.
- May teach courses no more than 25% of time.
- Participates in academic advising for nursing and pre-nursing students.
- Participates in professional activities that enhance the college and university.
- Collaborates and participates in community building events to promote TLU to partners and remain a viable presence in community.
- Seeks and organizes scholarships, work-study, part-time employment and other financial resources for student's health.
- Assists in raising capital funds for the program.
- Participates in, writes and submits applications for grants and post-funding grant reports as required.
- Educates faculty and staff on best practices in nursing education.
- Recommends activities to support growth and development of TLU nursing programs.
- Participates in activities that develop expertise in administration, teaching, and nursing competence.
- Supervises faculty in designated program areas, adjunct faculty, and administrative staff.
- Performs other related duties as assigned.

Application Procedure:

Applicants must submit the following:

- A letter detailing how the applicant meets the qualifications and responsibilities.
- One page statement on teaching and management philosophy.
- A current curriculum vitae that includes information on education, experience, publications, and abilities related to position.
- Copies of all college/university transcripts verifying degree(s) and/or coursework.

Physical Demands:

Moderate lifting up to 20 pounds as frequently as needed to move objects; dexterity to write and manipulate computer keyboard and mouse; ability to hear and speak clearly; and body mobility to stoop, kneel, and bend and reach.

Working conditions:

Work is primarily performed in a university campus environment and requires a flexible schedule including evening and weekend work. Travel for administrative work is expected. The employee is subject to inside environmental conditions: protection from weather conditions but not necessarily from temperature changes.