

Not Accepting Applications

Current employees only

In Review - Not Accepting Applications



Posted: Apr 24, 2023

Compensation: \$76,296.54-\$95,370.68

In Review: May 2, 2023

Openings: 2

PeopleSoft ID: 11011, 11012

Formal review of applications begins: **May 22, 2023**

Department: College of Nursing

Location: Health Education Center

Key Position Information: Key Position Information:

- Master's degree or higher
- Active and Current RN license
- Teaching experience at the collegiate level
- Five years professional experience in nursing education or related position preferred.
- Experience with a teaching/learning management system preferred.
- Reports to a Dean or Associate Dean.
- Advisory Committee Member

Position Summary: **Typical Essential Duties**

- Develops, prepares, and updates program course material to meet national accreditation, state approved standards, and curriculum frameworks.
- Advises students in program planning, course selection, and career guidance.
- Provides academic leadership for multiple semesters/ levels within the program.
- Assist with faculty assignments, curriculum, scheduling, clinical rotations, accreditation, budgetary responsibilities, and/or other duties as assigned.
- Provides oversight for nursing clinical agencies, including assessing, evaluating, and resolving any student and/or faculty issues.
- Participates in CTE audit and other reporting.
- Assist with controlling equipment/materials utilized within the program.
- Assist with grievances within department.
- Assists in implementation of in-service training programs for faculty.
- Provides assistance for laboratory control and inventory, and placement services.
- Interacts with external industries, businesses, and professional groups on behalf of the college.
- Responsible for administering the attendance management system which includes analysis of the LMS and PeopleSoft attendance edit reports for compliance with the college attendance and withdrawal policy for students.
- Responsible for achieving the enrollment course/section productivity goals of the college.
- May have teaching responsibilities.

The classification is responsible for directing the activities of an assigned academic related department or program. Incumbents will develop strategies to accomplish goals, implement policies and procedures, and develop and monitor an assigned budget. Incumbents may need to perform professional level work within assignment and will supervise employees or student workers.

Requirements: **Education:**

- Master's degree in nursing required, Doctorate preferred.
- Licensure as a Registered Nurse in the State of Florida is required.

Experience:

- Three (3) years of management experience in assigned area.
- Experience in curriculum development, teaching and specialty accreditation required.
- Experience in budget preparation and monitoring desirable.

* An equivalent combination of education and experience sufficient to successfully perform the essential duties of the job may be acceptable in lieu of those requirements listed above.

Responsibilities:

These duties are a representative sample; position assignments may vary.	Potential Frequency
1. Directs staff to include: prioritizing and assigning work; conducting performance evaluations; ensuring staff is trained; ensuring that employees follow policies and procedures; maintaining a healthy and safe working environment; and making hiring, termination, and disciplinary recommendations.	Daily 35%
2. Prepares and administers a budget which includes grant budgets; prepares cost estimates for budget recommendations; submits justifications for budget items; monitors and controls expenditures.	Daily 20%
3. Provides oversight and directs the implementation of activities and operations for an assigned academic department or program, which includes: planning, coordinating, administering, and evaluating programs, projects, student retention, strategic planning, processes, procedures, systems, standards, and/or service offerings; implementing overall policy changes; ensuring compliance with Federal, State, and Local laws, regulations, codes, and/or standards; and coordinating and integrating activities between multiple service areas.	Daily 30%
4. Prepares, reviews, and interprets a variety of applications, agreements, forms, records, needs assessments, business correspondence, and reports; makes recommendations based on findings.	Daily 15%
5. Performs other duties of a similar nature or level.	As Required