

Nursing Programs Administrator

North Central State College is accepting resumes for a full-time Administrator of Nursing Programs. The Administrator is responsible for coordinating all Nursing programs at the College.

Essential duties/responsibilities include but are not limited to the following:

Program Management

- Assess, plan, and evaluate instructional programming; establish short and long-term goals and objectives
- Facilitate/assist with program evaluation and program/regional accreditation
- Develop teaching assignments and quarterly course schedules
- Coordinate room utilization and faculty office hour schedules
- Develop and manage annual budget
- Facilitate/assist with enrollment management and student recruitment
- Coordinate development of curriculum, courses/course content, and assessment measures to assure relevance, continuity, and adherence to accreditation standards, program objectives, and College objectives
- Support programs in maintaining/securing accreditation
- Initiate and develop new courses and consolidate core courses for current and future programs
- Coordinate textbook orders, materials and equipment
- Originate purchase orders
- Coordinate communication with clinical, practicum, or internship sites as required by program(s)
- Maintain agency contracts; periodically visit sites for observation and evaluation
- Resolve student issues
- Facilitate faculty departmental meetings
- Conduct/serve on advisory committee activities, department meetings, professional meetings, etc.
- Prepare required reports to the Ohio Board of Nursing
- Prepare self-study reports for Accreditation Commission for Education in Nursing and Ohio Board of Nursing
- Perform other related duties as assigned

Department Management

- Manage full-time and adjunct faculty of the Nursing Department
 - Determine staffing requirements
 - Review application materials, select interviewees and conduct interviews
 - Ensure employees receive sufficient orientation and training
 - Schedule employees for work and assign tasks
 - Review employee work methods for effectiveness and adherence to established standards
 - Review employee record of time worked to verify accuracy; review requests for leave
 - Evaluate employee performance; counsel employees
 - Counsel and/or discipline employees relative to performance, conduct, etc. issues
 - Ensure effective communication of information to all employees
- Develop, implement and ensure adherence to department policies and procedures
- Develop and administer department budget
- Process, analyze and summarize information in order to ensure effective exchange of information in reports, correspondence, etc., both for and on behalf of the administration
- Establish department recordkeeping systems
- Work cooperatively with other College departments to meet goals, support the College's mission and serve the students
- Conduct or attend meetings as needed as required; participate on College committees
- Schedule clinical sites and complete assignments for clinical rotation
- Manage Health Services Technology Program
- Perform other duties as assigned

Student Advising

- Meet with current and potential students
- Advise students and parents about Nursing field/career and Health Services Technology
- Consult with students regarding their career and education plans
- Counsel students regarding problems which their educational goals and provide suggestions for resolution
- Other duties as assigned

Required Qualifications:

Education: Master's Degree in Nursing and an earned doctoral degree required

Experience: Minimum 5 years related experience (at least 3 years full time as an RN and 2 years full time as a faculty member in a professional nursing education program)

Please express your interest in this position by submitting a letter of application and resume to:

www.ncstatecollege.edu, Click on *Jobs* then jobs@ncstatecollege.edu

or send to

NORTH CENTRAL STATE COLLEGE

Attention: Human Resources

2441 Kenwood Circle, Mansfield, OH 44906

Resumes will be reviewed beginning 11/7/22 and until filled

North Central State College is an Equal Employment Opportunity institution. We value campus diversity and demonstrate this in campus initiatives. We particularly encourage members of historically under-represented groups to apply.