

## CROWDER COLLEGE POSITION DESCRIPTION

<b>Status:</b> FT, 11 months	<b>Title</b>	COORDINATOR/INSTRUCTOR NEVADA NURSING PROGRAM
<b>Revised:</b> 3/1/17	<b>Department</b>	NURSING
<b>Level:</b> Faculty	<b>IPEDS</b>	FACULTY
<b>FLSA:</b> Exempt	<b>Reports to</b>	DIRECTOR OF NURSING/DIRECTOR OF CAMPUS CENTER/VICE-PRESIDENT OF ACADEMIC AFFAIRS

### POSITION SUMMARY

The coordinator has the authority and responsibility for a campus nursing program as delegated by the administrator of the nursing program.

### MAJOR FUNCTIONS

1. Supervise and coordinate the nursing program, complying with the Minimum Standards for Approved Programs of Professional Nursing.
2. Implementing the philosophy and objectives of the institution and nursing program.
3. Ongoing, systematic development, implementation, and evaluation of the total program.
4. Ensuring the availability of academic advisement and guidance of students.
5. Assure compliance with accreditation standards.
6. Recruitment of students for Crowder College and the nursing program.
7. Participation in nursing faculty meetings, general faculty meetings, student activities, community activities, and the Health Education Advisory Council.
8. Serve on institutional committees as needed.
9. Participation in the development of departmental and institutional policies including recruitment, admission, retention, promotion, and graduation of students.
10. Participation in the development of the nursing curriculum, course sequencing, and clinical schedules.
11. Maintenance of student records, ensuring confidentiality of records.
12. Maintenance of clinical and educational competencies through development activities such as nursing practice, continuing education, writing, or participation in professional associations.
13. Input and administration of the budget of the nursing program.
14. Instruction and evaluation of students with a minimal requirement of 4 credit hours/semester or 8 credit hours annually.
15. Be a role model for learning behavior and the profession of nursing.
16. Include students in all facets of instruction, guidance, and academic association.
17. Respect student thought.
18. Select appropriate texts and other course materials in conjunction with the appropriate division chair. Selection of materials should be reported to the bookstore by prescribed deadlines.
19. Develop and distribute course syllabi based on the institutional syllabi. Copies should be submitted to division chairs and Academic Affairs (through Blackboard) each semester.
20. Return evaluated student exams and papers in a timely fashion.
21. Maintain regular office hours.
22. Support college activities.
23. Do faculty evaluations within prescribed guidelines.
24. Perform departmental and divisional responsibilities.
25. Schedule no more than one week's worth of absences for school business, school activities, or personal days per semester.

26. Conduct tours, job fairs, marketing and recruitment visits for campus nursing programs.
27. Collaborate and secure appropriate clinical sites for the program.

<b>KNOWLEDGE AND CRITICAL SKILLS/EXPERTISE</b>
--

1. Bachelor degree in nursing required with interest in pursuing master's degree; Master's degree in nursing preferred.
2. Current undisciplined licensure to practice professional nursing in Missouri.
3. Academically and experientially qualified and maintains expertise in area of responsibility.
4. Approved by the Missouri State Board of Nursing prior to appointment.
5. College teaching experience preferred.
6. Two years of professional nursing experience (an average of at least twenty hours per week) within the last five years in clinical practice/administration or nursing education.
7. Participation in professional nursing and educational/vocational organizations.
8. An understanding of, and an interest in, the nurse as part of today's health team, and a concern for current problems of nursing.
9. The ability to understand, accept, and adjust to changes in personal, social and professional environments and in professional responsibility.
10. Ability to plan, organize, and implement responsibilities effectively.
11. Ability to establish and maintain positive working relationships with students, other professionals, staff, and the public.
12. Information Technology Abilities required:
  - Ability to operate a personal computer using the Windows environment.
  - Ability to understand operating a personal computer within the Crowder College Network.
  - Ability to use E-mail.
  - Ability to perform basic Jenzabar functions.
  - Ability to perform basic word processing using MS Word.
  - Ability to perform basic presentation functions using MS PowerPoint.
  - Ability to utilize basic spreadsheets through Microsoft.
  - Ability to perform basic Blackboard functions.

<b>EQUIPMENT/SOFTWARE</b>
---------------------------

1. Operate standard office computers and software.
2. See above Information Technology abilities.

<b>POSITIONS SUPERVISED</b>
-----------------------------

Campus Nursing Faculty, Nursing Administrative Assistant, and Student Nurses

<b>WORKING CONDITIONS</b>
---------------------------

1. Generally indoors in a normal office/classroom/clinical environment with minimal exposure to temperature changes, noise, dust or chemicals.
2. Normal college working hours but adjustment of hours involving evening and/or weekend work may be required from time to time.
3. The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
4. A neat appearance and appropriate businesslike apparel are required.

**PHYSICAL DEMANDS**

1. Generally sedentary work but will involve mobility within the campus and various sites, light lifting, and physical activities involved in clinical supervision/teaching duties.
2. Input, access and distribute information using computers.
3. While performing the duties of this job, the employee is occasionally required to stand; walk; sit; use hands to finger, handle or feel; reach with hands and arms, stoop, kneel, or crouch; and talk/hear. Specific vision abilities required by this job include close vision.

**CREATIVE AND ANALYTICAL SKILLS**

1. Ability to define problems, collect data, establish facts, and draw valid conclusions.
2. Ability to devise or modify methods or processes to solve specific problems.

**LANGUAGE/COMMUNICATIONS SKILLS**

Ability to communicate effectively with a variety of people, including staff, students and the general public, in both written and oral mediums.