

POSITION: Director of Nursing Education
CLASSIFICATION: Administrator
DEPARTMENT: Nursing
REPORT TO: Executive Dean, Emmetsburg Campus

GENERAL JOB SUMMARY:

This is a full-time position primarily located on the Emmetsburg Campus. The Director of Nursing Education is responsible to plan, develop and administer the nursing program in accordance with state, national and College policies and procedures. The individual in this position must meet the standards of the Iowa Board of Nursing.

<i>% of TIME</i>	<i>ESSENTIAL DUTIES/RESPONSIBILITIES</i>
1. Constant (67-100%)	<ol style="list-style-type: none"> 1. Direct, coordinate and supervise all activities and personnel of the PN, ADN, and Pre-nursing, programs. 2. Build, maintain and balance budgets to support the programs and the institution. 3. Establish and maintain standards relating to state accreditation. 4. Evaluate individual programs and personnel.
2. Frequent (34-66%)	<ol style="list-style-type: none"> 1. Assist instructors in developing, revising and updating instructional materials and curriculum in cooperation with appropriate academic committees of the College. 2. Establish and maintain a process to insure optimal communications with faculty as well as administrative and support staff of the College. 3. Ensure state of the art program facilities and equipment to industry standards. 4. Recruit and hire qualified nursing faculty and part-time clinical instructors. 5. Coordinate orienting and monitoring of new nursing faculty. 6. Assist in arranging and coordinating clinical sites. 7. Collaborate with registrar in the review and approval of transfer credits.
3. Occasional (10-33%)	<ol style="list-style-type: none"> 1. Serve as contact for student complaint resolution and/or grievances. 2. Develop class schedules along with room utilization schedules in collaboration with Nursing Coordinators, Campus Dean or Directors offices. 3. Assist in recruitment and advisement of students including Success Planning and Due Process. 4. Coordinate NCLEX preparation by providing information to students, scheduling orientations and NCLEX live reviews. 5. Monitor progress of advisory committees and assist instructors in conducting meetings. 6. Assist in the development of new programs applicable to the health care field. 7. Participate in professional development activities to maintain currency in health field and insure that instructional staff maintains their currency also. 8. Work cooperatively with the Continuing Education Health Programmers to serve the needs of community health organizations. 9. Participate on various voluntary and assigned committees.

10. Compile and submit reports for the College and accrediting agencies.
11. Assist in marketing efforts of the College.

KNOWLEDGE, SKILLS, AND ABILITIES:

1. Possess a working knowledge of computers and educational media equipment and technology.
2. Represent the College in a most positive manner to employees, students, visitors, and the general public.
3. Be a creative, energetic and self motivated individual with strong organizational skills.
4. Assume responsibility, deal effectively with problems and exercise independent judgment when making decisions.
5. Establish and maintain good working relationships with instructional staff, students, support staff, colleagues and administration.
6. Read, understand and express oneself clearly and effectively in oral and written communications.
7. Possess strong leadership and human relation skills and the ability to effectively relate to diverse personalities.
8. Possess a strong general knowledge of health occupations and the health industry.

SPECIAL DEMANDS:

Sedentary to light work. Position involves sitting most of the time, exerting up to 20 pounds of force occasionally (10-33%). Stooping, crouching , pushing, pulling, carrying and repetitive motion occasionally (10-33%). Walking, lifting, and grasping, frequently (34-66%). Talking, hearing, and viewing various types of close visual work constantly (67-100%). Must have valid driver's license, good driving record and provide proof of insurance. Required to travel utilizing personal vehicle.

Employment with Iowa Lakes Community College is dependent upon successful passage of a criminal background check.

- * May potentially be exposed to bio-hazardous waste, hazardous chemicals, fumes and odors.
- * Persons must satisfy OSHA requirements for Bloodborne Pathogens training or complete the College's program.
- * Comply with Iowa Administration Code Rules [59.12 (3)] regarding health exam and tuberculin test.

The statements contained herein reflect general details as necessary to describe the essential functions, job duties/responsibilities, and performance expectations of the job, which should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned.

MINIMUM QUALIFICATIONS: Master's or in progress of completion or Doctoral degree with a major in nursing at either level at the time of employment. Supervisor experience plus a minimum of two years experience in clinical nursing and two years in nursing education required. Need to possess a current Iowa RN license.

SALARY: Commensurate with education and related experience.

FRINGE BENEFITS: Paid sick leave and vacation. Employee health, dental and vision insurance. Employee life and disability insurance. Employee retirement package.

APPLICATION PROCESS:

The following items must be included in your application packet before it will be considered a complete application:

- ◆ ***Employment Application*** form
- ◆ ***Applicant Confidential Information*** form (This data is used to comply with government required affirmative action record keeping only and is not used for applicant screening purposes.)
- ◆ A letter addressing your qualifications for the position
- ◆ A resume
- ◆ A copy of transcripts, with originals due upon hiring

Only **complete** application packets will be considered for the position vacancy.

Review of applications will begin immediately, and will continue until position is filled. Download application at www.iowalakes.edu and select Employment. Send completed application packet to: Iowa Lakes Community College, Human Resources Office, 19 South 7th Street, Estherville, IA 51334. Contact Diane Friesner, dfriesner@iowalakes.edu or 712-362-0409.

EEO/AA EMPLOYER