



Position Title: Nursing Program Director (MSN)
Reports To: Vice President of Academic Affairs
Classification: Exempt
WC Code: 8869

MAJOR RESONSIBILITIES: It is the purpose of the Program Director to evaluate the academic otucomes of the program and to oversee and ensure the proper functioning of the program which he/she directs and all his/her subordinates.

SPECIFIC DUTIES AND RESPONSIBILITIES:

1. Reads, understands and complies with the University’s mission, the catalog, the University’s policies and procedures, the Faculty, and Student Handbooks and the institutional effectiveness process.
2. Responds to communications (e-mail/voice-mail) on a daily basis.
3. Oversees and guides the MSN Program.
 - a. evaluates and selects the prospective program’s candidates.
 - b. oversees new students orientations.
4. In charge of faculty recruitment and development.
 - a. develops a bank of qualified instructors, to ensure appropriate instructor-student ratio.
 - b. compiles appropriate faculty documentation to comply with CCNE, SACS/COC and the University’s policies.
 - c. conducts periodical faculty meetings and curriculum review meetings which enhance the faculty’s participation in the program.
 - d. ensures periodical Blackboard trainings and workshops for the faculty.
5. Ensures that the program’s schedule and the internships schedules are properly prepared and supervised.
6. Responsible for instructors’ observations and evaluations.
7. Ensures that the program’s syllabi are up-dated and copies are administered to the Vice-President of Academics, the university library, and the faculty.
8. Ensures that syllabi are posted in the appropriate classrooms and online classes.
9. Ensures that all classes are taught at an appropriate level of instruction.
10. Ensures that all students receive their required hours of instruction, lab and clinical Practices.
11. Provides for systematic evaluation of student learning in both clinical experience and theoretical instruction.
12. Maintains a system of records as prescribed by CCNE and FNU policies/procedures.

13. Completes and submits all documentation and reports required by CCNE.
14. Visit clinical facilities to ensure that the internship schedules are followed and that the students and the faculty are in compliance.
15. Ensures the development of the admission, retention and progression criteria.
16. Reviews data obtained from evaluation tools to ensure program improvement.
17. Ensures adequacy of evaluation tools and methods within the nursing program in order to determine consistency with courses' learning outcomes/objectives in lectures and practices.
18. Develops, implements, and evaluates program policies.
19. Oversees all program publications (Student Handbook, Orientation Manual, etc.)
20. Works with the Library Director to ensure that the needs of the program are met.
21. Provides the VP of Academics with the planning and evaluation report of the program.
22. Performs any special project assigned by the President or supervisor.

This job description is intended to describe the general nature and level of work being performed by individuals assigned to this position. It is not intended to be construed as an exhaustive list of all tasks, duties, skills and/or responsibilities required for this position in each Campus at all times. Tasks, duties, skills and/or responsibilities may vary from individual to individual, campus to campus and over time, depending upon various factors. These are general guidelines for this job position.

To apply for this position please click on the link below:

<https://workforcenow.adp.com/jobs/apply/posting.html?client=fnuedu>