



Position Title: Assistant Director of Nursing (ADON)

Job Description: DON and Campus Deans

Classification: Exempt

WC Code: 8869

Position Type: Fourth Level Administrator

Major Responsibilities: It is the purpose of the Program Assistant Director to provide assistance to the director on the proper functioning and evaluation of the program. The Assistant Director of Nursing supports the Director with active involvement as a leader in developing, coordinating, and helping supervise all aspects of the Department. The Assistant Director of Nursing shall assist in carrying out all functions necessary and required for compliance with all regulations.

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. Respond to communications (e-mail, voice mail) on a daily basis.
3. The Assistant Director assists the Director of Nursing oversee and guide the Registered Nursing Program.
4. The Assistant Director assists the Director of Nursing with the program's schedule and the clinical schedules.
5. The Assistant Director assists the Director of Nursing to ensure that all students receive their required hours of instruction, lab and clinical practices.
6. The Assistant Director assists the Director of Nursing to supervise the instructors during all phases: lectures, skills labs and clinical rotations.
7. The Assistant Director assists the Director of Nursing to review at least annually with the faculty the progress of the University.
8. The Assistant Director assists the Director of Nursing maintains program records and documents faculty and curriculum meetings.
9. The Assistant Director assists the Director of Nursing prepare the program's schedule and the clinical schedule with the appropriate faculty, on a semester basis.
10. The Assistant Director assists the Director of Nursing ensures that the program's syllabi are up-dated and copies are administered to the Vice-President of Academics Affairs, the campus Dean, the college Library, and the faculty.
11. The Assistant Director assists the Director of Nursing to complete all documentation and reports required by the Board of Nursing.

12. The Assistant Director assists the Director of Nursing to maintain and acquire the appropriate number of clinical facilities.
13. The Assistant Director assists the Director of Nursing to supervise the students in the clinical practices as well as assists the Director of Nursing ensures that all classes are taught on all campuses at an appropriate level of instruction.
14. The Assistant Director assists the Director of Nursing in visiting and maintaining communication with the clinical facilities.
15. The Assistant Director assists the Director of Nursing provides the Vice-President of Academics Affairs with the planning and evaluation report of the program.
16. Continuously oversee actions for improvements at campus level sited in the Practical Nursing Assistant DON's Planning, Assessment, and Implementation Form.
17. Support and participate in University Commencement Ceremonies.
18. Participate in the self studies and committees conducted by the university
19. Perform other duties as assigned.

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.

If you are interested in applying for this position, please click on the link below:

https://workforcenow.adp.com/jobs/apply/posting.html?client=fnuedu&jobId=196432&lang=en_US&source=CC3