



Position Title: Assistant Director of Nursing (ADON)

Job Description: DON and Campus Deans

Classification: Exempt

WC Code: 8868

Position Type: Fourth Level Administrator

Florida National University contributes to the education of a diverse student body within the community it serves. FNU employs and develops a faculty of scholars proficient in the art of teaching. We strive to prepare students for employment in their chosen careers through quality education and instruction.

Major Responsibilities: The Program Assistant Director is tasked with aiding the director in overseeing and assessing the program's effective operation. The Assistant Director of Nursing plays a crucial role as a leader in the development, coordination, and supervision of all facets within the department, actively supporting the Director. Responsibilities also include assisting in the execution of all necessary functions to ensure compliance with relevant regulations.

Key Responsibilities:

1. **Communication Management:** Respond promptly to daily communications via email and voicemail, addressing inquiries promptly and professionally.
2. **Policy Adherence and Ethical Compliance:** Ensure strict adherence to the University's mission, policies, procedures, ethical standards, compliance with data protection regulations and pertinent legal regulations in all aspects of admission activities.
3. **University Engagement:** Participate in Commencement Exercises, new student orientation, university events, committees, self-studies, and University Commencement Ceremonies.
4. **Special Projects:** Execute special projects assigned by the President or supervisor.
5. **Compliance Adherence:** Ensure compliance with Title IX of the Education Amendments Act of 1972, as well as FNU Policies, Procedures, Rules, and Regulation, the FNU Code of Ethics, Family Educational Rights and Privacy Act (FERPA), Florida Information Protection Act of 2014 (FIPA), the EU General Data Protection Regulation (GDPR), and all other applicable federal, state, and local laws, rules, and regulations.
6. **Assigned Duties:** Undertake other assigned duties as required.

Position Responsibilities:

1. The Assistant Director assists the Director of Nursing to oversee and guide the Registered Nursing Program.
2. The Assistant Director assists the Director of Nursing with the program's schedule and the clinical schedules.

3. The Assistant Director assists the Director of Nursing to ensure that all students receive their required hours of instruction, lab, and clinical practices.
4. The Assistant Director assists the Director of Nursing to supervise the instructors during all phases: lectures, skills labs, and clinical rotations.
5. The Assistant Director assists the Director of Nursing to review, at least annually, the faculty the progress of the University.
6. The Assistant Director assists the Director of Nursing maintaining program records and documents faculty and curriculum meetings.
7. 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.
8. The Assistant Director assists the Director of Nursing ensures that the program's syllabi are updated, and copies are administered to the Vice-President of Academics Affairs, the campus Dean, the college Library, and the faculty.
9. The Assistant Director assists the Director of Nursing to complete all documentation and reports required by the Board of Nursing.
10. The Assistant Director assists the Director of Nursing to maintain and acquire the appropriate number of clinical facilities.
11. The Assistant Director assists the Director of Nursing to supervise the students in the clinical practices as well as assists the Director of Nursing to ensure that all classes are taught on all campuses at an appropriate level of instruction.
12. The Assistant Director assists the Director of Nursing in visiting and maintaining communication with the clinical facilities.
13. The Assistant Director assists the Director of Nursing provides the Vice-President of Academics Affairs with the planning and evaluation report of the program.
14. Continuously oversee actions for improvements at campus level sited in the Practical Nursing Assistant DON's Planning, Assessment, and Implementation Form.

Education / Experience Requirements:

- Must be a registered nurse (RN), with an active, unencumbered Florida Nursing License.
- Must hold a master's degree in nursing from an accredited program and institution.
- 2 years management experience.
- 5 years clinical experience in nursing.
- 3 years teaching experience.
- Good critical thinking, communication, and leadership skills.
- Good planning and problem-solving skills.
- The ability to work under stressful conditions.
- Experience working independently but contributing within a team environment.
- Excellent oral and written communication skills
- Excellent interpersonal and time management skills

Skills:

- Management – communicating with and facilitating discussions among a diverse range of highly educated professionals across a variety of disciplines.
- Goal setting – setting reasonable, yet high targets, and creating a plan for attaining those targets.
- Planning – organizing and prioritizing the needs and goals of a program.
- Team player with strong work ethic who takes initiative.
- Outstanding communication, public speaking, and presentation skills.
- Ability to meet deadlines without sacrificing quality.
- Ability to work in a fast-paced environment with competing priorities.

- Strong communication and interpersonal skills, collaborative work style.
- Solution-focused with strong problem-solving and conflict resolution skills.
- Student-centered approach; balances team and individual responsibilities.
- Computer proficiency, including Microsoft Office, Outlook, and basic database applications.
- Ability to be present and on the job during all periods deemed critical by management.

Applicants will provide evidence of prior success in teaching, service to the institution in a significant and impactful manner, and scholarship as it relates to the individual's chosen field.

Job Type

Full-time

Work Location: In person.

Benefits:

- Health insurance (medical, dental, vision, Life insurance)
- Paid Time Off
- Tuition waiver
- Educational Assistance
- 401(k)
- 401(k) matching

Schedule

Monday to Friday

Variable: Day shift & Evening shift

Working Conditions

General office working conditions. The noise level is at normal office capacity.

Physical Demands

The physical demands described here are representative of those that must be met by employees to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential function.

While performing the duties of this job, the employee may be required to frequently and for extended periods of time, sit; stand; walk; use hands to handle and feel objects; reach with hands and arms; climb stairs. This position requires the ability to see, hear, and operate a computer keyboard and standard office equipment. The employee must lift and/or move up to (10) pounds and occasionally lift and or move up to 25 pounds. Specific vision abilities required by the job include close vision, distance vision, peripheral vision, depth perception, and the ability to adjust to focus. The employee must travel to other campuses, as needed and/or required.

Safety Hazard of the Job

Minimal Hazards.

Note: The use of computers and University resources is limited to school business purposes. Installation of any software is prohibited.

Revised: February 2024

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 always required for this position on each Campus. 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.

Notification to candidates:

<http://www.fnu.edu/wp-content/uploads/2022/06/FNU-Drug-and-Alcohol-Prevention-Program.pdf>

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

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