



**Position Title:** Nursing Program Director (DON)  
**Reports to:** Vice President of Academic Affairs, Nursing Division Head & Campus Deans  
**Classification:** Exempt  
**WC Code:** 8868  
**Position Type:** Third 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:** It is the purpose of the Program Director to evaluate the academic outcomes of the Program and to oversee and ensure the proper functioning of the program which he/she directs and all his/her subordinates.

**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. Oversees and guides the ADN Program.
  - a. evaluates and selects the prospective program's candidates.
  - b. oversees new student's orientations.
2. 4. In charge of faculty recruitment, development, and evaluation, according to the Board of Nursing's guidelines.
  - a. develops a bank of qualified instructors, to ensure an appropriate instructor-student ratio.
  - b. compiles appropriate faculty documentation to comply with the Board of Nursing, 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.
3. Supervises program administrative staff and faculty within the Nursing program.

**Revised:** March 2022

4. Ensures the program schedule and clinical schedules are properly prepared in all campuses.
5. Ensures that the program's syllabi are updated, and copies are administered to the Vice-President of Academics, Nursing Division Head, Campus Deans, the University Library, and the faculty.
6. Ensures that syllabi are posted in the appropriate classrooms.
7. Ensures alternative sources of textbooks to be identified and available to the University as needed.
8. Ensures that all classes are taught on all campuses at an appropriate level of instruction.
9. Ensures that all students receive their required hours of instruction, lab, and clinical practices.
10. Oversees the systematic evaluation of student learning in both clinical experiences and theoretical instruction.
11. Ensures enough clinical facilities and maintains communication/relations with the facilities through periodical visits.
12. 14. Maintains and updates clinical agreements as well as secure new clinical sites.
13. 15. Visit clinical facilities to ensure that the clinical schedules are followed and that the students and the faculty follow the clinical schedules.
14. Ensures the development of the admission, retention, and progression criteria.
15. 17. Reviews data obtained from evaluation tools to ensure program improvement in all campuses.
16. 18. Ensures adequacy of evaluation tools and methods within the nursing program to determine consistency with courses' learning outcomes/objectives in lectures and clinical practices.
17. Develops, implements, and evaluates program policies.
18. Prepares and submits all required reports to the Board of Nursing.
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. Conducts Advisory Board Meetings as required by FBON.

**Required Qualifications and Experience:**

- Must be a registered nurse (RN), with an active, unencumbered Florida Nursing License.
- Must hold a Doctoral degree in a related field, preferably in Nursing, from an accredited program and institution.
- Must demonstrate 3+ years of experience in a leadership role within an accredited Nursing program, preferably simultaneous leadership of multiple Nursing programs.
- Preferred direct, verifiable, experience in programmatic accreditation, specifically ACEN and CCNE.

**Job Type**

Full-time

**Work Location:** In person.

**Revised:** March 2022

**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 for school business purposes. Installation of any software is prohibited.

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>

**Revised:** March 2022