



JOB DESCRIPTION- ASSISTANT DIRECTOR OF NURSING

General Description/Primary Purpose:

The Nursing Associate Program Director, under the direction of the Nursing Program Director, assists to maintain the nursing program in compliance with the general policies of Murray State College. Included are:

1. Maintenance of cooperative relationships within the Nursing Program, Health Professions Division, College administration, and other departments.
2. Maintenance of cooperative relationships with hospital administration, appropriate official agencies and community groups.
3. Provide support to the Dean of Nursing through data collection and information gathering to ensure requirements are met for ongoing approval and accreditation through the College, Oklahoma State Regents for Higher Education, Higher Learning Commission (HLC), Oklahoma Board of Nursing (OBN), and Accreditation Commission for Education in Nursing (ACEN).

Classification: Faculty- Tenure Track

Academic Rank: Instructor

Salary: To commensurate with qualifications and experience, plus full fringe benefits.

Appointment: 12- month appointment.

Overview:

Murray State College is a small, open-door community college that provides personal growth and professional success opportunities to students of all educational backgrounds. Employees at MSC will flourish in a family-like environment that offers collegiate support and opportunities for advancement.

Located in the heart of the Chickasaw Nation, Murray State College's service area comprises small towns with low cost of living and numerous natural attractions which offer fishing, hiking, and camping. Conveniently located within a two-hour drive of Dallas and Oklahoma City, MSC offers the best of both worlds: small-town life with access to big city offerings.

General Job Duties:

1. Demonstrate scholarly standards of academic excellence and rigor, and exhibit the traits befitting that of a distinguished faculty member.
2. Uses information technologies skillfully to support the teaching-learning process.
3. Recognizes multicultural, gender and experiential influences on teaching and learning.
4. Support the mission of the college.
5. Maintain a positive attitude of service toward students, coworkers, and others.
6. Promote and support community service and service learning activities.
7. Implement evidence-based assessment and evaluation strategies that are appropriate for the learner and to the learner goals.
8. Contribute to campus wide assessment projects.
9. Uses assessment and evaluation data to enhance the teaching-learning process.
10. Maintain in coordination with other nursing faculty (adjunct and full-time) an up-to-date, complete and well-organized syllabus for each course taught as set forth by the VPAA. Keep a current copy on TaskStream and common on enterprise.
11. Demonstrate knowledge of curriculum development including identifying program outcomes, developing competency statements, learning outcomes and selecting appropriate learning activities and evaluation strategies.
12. Integrates the values of respect, collegiality, professionalism, and caring to build an organizational climate that fosters the development of students and instructors.
13. Cooperate with program faculty in the selection of textbooks and teaching materials.
14. Provide flexible office hours by appointment to accommodate students' schedules when necessary.
15. Include a writing component in each course.
16. Incorporate the use of the MSC library in all courses and make recommendations for library purchases.
17. Assist in recommending purchases and maintaining an accurate inventory of all equipment and supplies.
18. Actively support clubs and extracurricular activities.
19. Serve on and contribute to campus-wide committees.
20. Support the President's Scholars Program.

21. Implement strategies to enhance college recruitment, retention, and graduation rates.
22. Participate in applicable professional development activities, including the Faculty Assembly meetings, Faculty Development Days and All Employee Meetings.
23. Perform other duties as may be assigned by supervisors.
24. Carry out assigned duties and responsibilities associated with the annual interscholastic contest.
25. Attain ability to commute to distance learning sites.
26. Participate in strategic planning initiatives (including TaskStream) and align instructional, program, and departmental goals with the MSC Strategic Plan.
27. Support the institutional General Education program.
28. Show a willingness to work effectively in a culturally diverse workplace and not discriminate on the basis of race, color, national origin, sex, sexual orientation, genetic information, age, religion, disability, political beliefs, or status as a veteran.
29. Responsible for and expected to exemplify and promote civility.
30. Maintain NIMS training as required, including the IS-700.a and IS-100.HE tests
31. To meet objectives of virtual-work related situations and/or extended periods when working from home, all faculty and staff must have access to 24/7 reliable off-campus Internet.

Instructional Job Functions:

1. Co-coordinate the orientation of new full-time and adjunct faculty.
 - a. Orient to classroom technologies
 - b. Communicate with textbook companies for instructor access
 - c. Assist new full-time faculty with creating accounts for various software products such as Assessment Technologies Institute (A TI)
 - d. Assist with arranging faculty development opportunities.
2. Foster professional relationships within the program faculty, other Division faculty and staff, students, other Divisions, public, and College administration.
3. Development related to technology and learning activities.
4. Provide input and assist the Dean of Nursing in the appraisal process for all nursing faculty/ staff.
5. Assist the Dean of Nursing in activities related to faculty improvement and/or performance issues.

6. Provide input and assist the Dean of Nursing in the development plan review process for all nursing faculty.
7. Facilitate the evaluation of part-time faculty.
8. Provide oversight of faculty records to ensure currency in the following areas:
 - a. Active, unencumbered, Oklahoma RN license
 - b. CPR certification
 - c. Health records as specified by clinical agencies/College
 - d. Background checks as specified by clinical agencies/College
 - e. Curriculum vitae
 - f. Continuing Education (CEUs)
 - g. Evidence of Scholarship
 - h. Evidence of degree completion.
9. Must carry an assigned course load as needed for the program.

Program and Curriculum Job Functions:

1. Chair one of the four standing committees of the Nursing Faculty Organization as designated by the nursing program director.
2. Assist with oversight of simulation lab needs.
3. Assist with review of learning guides and assignments for each course.
4. Participate in organizational activities and Oklahoma Associate Degree Directors meetings/organization activities,
5. Provide representation of the program at local, state, regional, or national meetings.
6. Provide input into the preparation of the program budget as requested by the Dean of Nursing.
7. Assist in the determination and documentation of the needs list for grants, such as Carl Perkins, that are awarded to the program.
8. Assist Dean of Nursing with improvement of classroom instruction through observation and development activities.
9. Facilitate the implementation of the Systematic Program Evaluation Plan (SPEP) to include the evaluation of results and trends to ensure ongoing program improvement.
10. Assist with curriculum review, revision, and development.

11. Assist with academic outcomes assessment and analysis
12. Assist with the development of reports for OBN, ACEN, and other internal and external agencies.
13. Assist with completion of graduation and completion statistics and other requests for student progression data.
14. Provide oversight for technology usage within the program.
15. Provide oversight for the organization and administration of course surveys to be used in the SPEP.
16. Provide oversight for accuracy and currency of the program webpage.
17. Coordinate the scheduling of program committees.
18. Provide oversight for the administration and coordination of the ATI assessment program.
19. Assist with the implementation and coordination of program partnerships and/or collaborations.
20. Provide oversight of the review process for course syllabi prior to submission for print.
21. Assist in the review process for the Nursing Student Handbook prior to submission for print and online publication
22. Assist in reviewing and updating full-time, part time, and adjunct orientation guides.

Student Job Functions:

1. Assist with student advisement to include prospective students, current students, and exit interviews.
2. Coordinate skills practice and demonstration with the Nursing Simulation Lab Director.
3. Maintain an open-door policy to students.
4. Assist in the development of policies and procedures related to student success and educational quality improvement
5. Assist and oversee student remediation
6. Oversee the Nursing Student Association.

Required Knowledge, Skills, and Abilities:

Individuals must possess the knowledge, skills, and abilities listed below or be able to explain and demonstrate performance of the essential job function, with or without reasonable accommodation, by using some other combination of skills and abilities.

- Demonstrate a scholarly understanding of all subject matter to be taught.
- Demonstrate clear and effective communication skills (oral and written).
- Create and maintain a desirable group climate that enhances student learning and self-discipline in a classroom with as many as forty or more students.
- Demonstrate the ability to present well-organized lectures.
- Demonstrate sufficient manual dexterity to perform such technical skills as inserting a nasogastric tube, starting an IV, giving an injection, inserting a Foley catheter, etc.
- Demonstrate the visual and auditory acuity necessary to perform and supervise client assessments in the clinical setting.
- Demonstrate the physical ability to perform adult and pediatric CPR and Heimlich maneuver.
- Set up and teach laboratory exercises that involve appropriate equipment and materials. Move and operate various equipment in the skills lab and clinical laboratory setting.
- Drive college-owned vehicles to facilities for clinical laboratory supervision.
- Develop critical thinking exercises and well-organized lectures that teach writing, reading, and speaking skills.
- Demonstrate a dedication to the teaching function through continual development, use of, and assessment of effective teaching materials that utilize multimedia classroom instruction.
- Possess knowledge/experience for ITV (presentations and/or preparation) or be willing to train in this area.
- Demonstrate support of the two-year college's role in higher education.
- Demonstrate awareness of and sensitivity to cultural diversity as it impacts curricula and instructional practices.
- Participate in community service activities and programs.
- Demonstrate ability to set goals and strive to achieve them.
- Demonstrate experience or willingness to work effectively in a culturally diverse workplace and/or serve clientele from various racial and cultural backgrounds.
- Demonstrate experience or willingness to learn and use state-of-the-art technology in the

delivery of instruction, including but not limited to interactive television, the Internet, and Telecourses.

- Communicate by telephone in a friendly, polite manner with public school officials and community leaders.

Other Ergonomic Requirements:

Performance of job functions related to instruction requires seeing, hearing, and speaking, as well as stooping, kneeling, bending, crouching, reaching, lifting, walking, and carrying supplies and light equipment. All individuals are required to be able to perform the movements without significant risk of injury to themselves or others or to demonstrate otherwise or explain how they can perform the essential functions of the job.

Hours:

Generally, forty hours a week. However, some travel and additional hours will be required to attend meetings and fulfill obligations required of the Assistant Nursing Program Director. Other professional activities can be scheduled in accordance with college policy and in cooperation with the Office of the Vice President of Academic Affairs.

Qualification Standards:

- 1. Minimum Educational Qualifications:** A Master's degree in Nursing. Academic preparation in the areas of administration, interpersonal relationships, and public relations is preferred. .
- 2. Minimum Experience:** Two years full-time equivalent practice as a registered nurse in a clinical setting preceding the first date of first employment as a nursing instructor. One Year teaching experience in a nursing education program leading to licensure.
- 3. Preferred Experience:** At least two years of verified successful teaching experience in Nursing. Belief in the philosophy and objectives of a two-year college Associate Degree Nursing Program. Demonstrated successful supervisory and management skills. Professional employment experiences that demonstrate proficiency in the areas of administration, interpersonal relationships and public relations.
- 4. License:** A current license to practice as a registered nurse in Oklahoma.
- 5. Professionalism:** A minimum of \$1 million professional liability insurance coverage by a company approved or licensed by the Oklahoma State Insurance Department and a current membership in a professional organization as approved by the Nursing Program Director.
- 6. Image:** Murray State College employees are expected to maintain a neat, well-groomed, and professional image while performing their responsibilities.

7. **Background Check:** The successful candidate must give permission to have a formal background check conducted and employment is contingent upon the results of the national criminal and sex offender background check.

Application Process:

1. Letter of application.
2. Resume.
3. Unofficial college transcript(s). NOTE: Official college transcript(s) required upon employment.
4. Completed MSC employment application.
5. Submit a Background Check Consent Form

Submit Application to:

Human Resource Office
Murray State College
One Murray Campus, Suite AD 104
Tishomingo, Oklahoma 73460
MSCemployment@mscok.edu

Application Deadline:

Position will be filled when an acceptable candidate is identified.

MSC participates in E-Verify.

MURRAY STATE COLLEGE IS AN EQUAL OPPORTUNITY EMPLOYER. Murray State College, in compliance with Titles VI and VII of the Civil Rights Act of 1964, Executive Order 11246 as amended, Title IX of the Education Amendments of 1972, Americans with Disabilities Act of 1990, and other Federal laws and regulations, does not discriminate on the basis of race, color, national origin, sex, age, religion, handicap, or status as a veteran in any of its policies, practices, or procedures. This includes but is not limited to admissions, employment, student financial aid, and educational services.