

Assistant/Associate Professor, Coordinator (BSN)
Program
Alcorn State University

Direct Link: <https://www.AcademicKeys.com/r?job=226555>

Downloaded On: May. 9, 2024 10:47am

Posted Nov. 30, 2023, set to expire May 10, 2024

Job Title	Assistant/Associate Professor, Coordinator (BSN) Program
Department	School of Nursing
Institution	Alcorn State University Lorman, Mississippi
Date Posted	Nov. 30, 2023
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Assistant Professor Associate Professor
Academic Field(s)	Nursing - General
Job Website	https://jobopps.alcorn.edu/postings/5765
Apply By Email	

Job Description

Job Summary

Instructional personnel with compensation to administratively assist the Associate Dean/Interim Director of Undergraduate Nursing Programs.

Knowledge Skills and Abilities

- Satisfactory personnel evaluations.
- Excellent interpersonal, written and verbal communication skills.

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Essential Job Functions

- Reviews, evaluates and submits recommended curriculum changes to the direct report..
- Participates in University, state, and national program and policy-related meetings.
- Prepares and submits for approval, program-related reports and agreements and maintains program-related records as assigned.
- Assists faculty in preparing semester course syllabus.
- Monitors academic standards for the program to which assigned.
- Teaches program courses and conducts all duties and responsibilities pertinent to the faculty role as outlined in the School of Nursing faculty position description.
- Assists in the identification, recruitment, supervision, and evaluation of adjunct or faculty in the program to which assigned.
- Assists the program director in implementing and monitoring the program budget by identifying fiscal, physical, and personnel needs.
- Assists the program director in resolving student issues in the program to which assigned.
- Initiates orientation programs for new adjunct or faculty in the program to which assigned.
- Exhibits initiative, enthusiasm, collegiality, and teamwork in accomplishing the responsibilities of the position.
- Maintains currency of knowledge in nursing education by attending state and national meetings for nursing educators and administrators.
- Coordinates the clinical and laboratory placement of students in conjunction with program directors, faculty, and other nursing program coordinators.
- Identify and secure new clinical site affiliations agreements.
- Maintain clinical site roster and compliance paperwork for preceptorship confirmation.
- Provides administrative support for Director for the Undergraduate Program (i.e., the Bachelor of Science in Nursing (BSN) degree program, Associate Degree in Nursing (ASN) in the School of Nursing.
- Serves as an academic support specialist who organizes and schedules standardized exams, exam preparation, and coordinates student success seminars.
- Develops and sends program surveys (clinical placements, alumni, etc.).
- Entry and management of program outcomes data as outlined in the School of Nursing's Evaluation Plan.
- Supports the Program in the execution of the School of Nursing's strategic goals and initiatives.
- Organizes and schedules the evaluation of student scholarship applications.
- Assists with program annual reports and accreditation reports.
- Assists with the development of educational grant applications to support the School of Nursing programs (e.g., HRSA training grants).

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- Builds relationships and provides administrative support for the clinical courses.
- Assists with clinical clearances.

OTHER DUTIES:

- Performs other related duties as assigned.

Qualifications

- A Master's degree in nursing is required.
- PhD preferred.

Licensing and Certifications

- Current Mississippi Registered Nurse License.
- Certification(s) as appropriate for the faculty position.

Contact Information

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

Contact

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