

Director of Nursing Program - Marian University's Ancilla  
College  
Marian University

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Posted Sep. 4, 2024, set to expire Jan. 4, 2025

**Job Title** Director of Nursing Program - Marian University's Ancilla College  
**Department** Ancilla  
**Institution** Marian University  
Plymouth, Indiana

**Date Posted** Sep. 4, 2024

**Application Deadline** Open until filled

**Position Start Date** Available immediately

**Job Categories** Director/Manager

**Academic Field(s)** Nursing - General

**Job Website** <https://marian.rec.pro.ukg.net/MAR1500MNUI/JobBoard/fde73847-46d9-4c8a-924e-a28b5c630bfc/OpportunityDetail?opportunityId=61c44363-0555-47bc-9353-0a0116c80f10>

**Apply By Email**

**Job Description**

Job Details

Description

As a part of a diverse community of faculty and staff who represent many faith systems and worldviews, Marian University's Ancilla College seeks a Director of Nursing Program to promote our Catholic Franciscan mission and identity by providing support and guidance to students as they progress through the Nursing Program at MUAC while leading the faculty/staff for this program. Marian University's Ancilla College (MUAC) seeks a qualified applicant for a full-time Director of Nursing position. This is a non-tenure track position located at MUAC campus, Plymouth, IN. This leadership position provides overall direction and management to the MUAC BSN nursing program and works in direct collaboration with the Leighton School of Nursing (LSON). Working closely with the MUAC

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nursing faculty, LSON leadership and faculty, and the MUAC Academic Dean/VP. The Director of Nursing must support the overall philosophy and goals of the LSON nursing program and MUAC.

This position reports to VP/Academic Dean of MUAC regarding day-to-day operations and will collaborate with the Leighton School of Nursing (LSON) at Marian University – Indianapolis for all programmatic leadership aspect.

Essential Duties and Responsibilities:

- \* Actively engage the Catholic Franciscan mission and identity of Marian University by modeling the Franciscan Sponsorship Values and honoring the legacy of the founding congregation through transformative education, unity in diversity, leadership through service, integrating faith and life, and institutional policies.
- \* Provide leadership to the ongoing development and implementation of department and college activities and programs.
- \* Provide leadership in engaging in scholarship and donor-related activities and communication.
- \* Actively participate in curriculum development, grant writing and communication with grant opportunities.
- \* Provide leadership and mentoring support to faculty and students as they all grow in the nursing profession.
- \* Provide leadership to supporting mentoring of students through advising, internships, and service-learning opportunities.
- \* Participate and support nursing faculty/staff in engaging in campus life, college service opportunities (activities such as welcome week, family weekend, convocation, etc.)
- \* Attend all MUAC faculty meetings and work to build ongoing support, transparency and communication at MUAC.
- \* Partner with the admissions department and assist with leading potential student group tours, recruitment efforts, and simulation opportunities.
- \* Work collaboratively with local medical facilities and providers to build partnerships and opportunities to provide support to health fairs, health camps, career exploration events, and health care boot camps (for HS students and community outreach.)
- \* Lead the development of the advisory committee; host twice-annual meetings, recruit advisory members, organize meeting content and updates, community with an advisory group, etc.
- \* Demonstrate commitment to multicultural competence, best practices in teaching, high ethical standards, diversity, and community engagement.
- \* Meet monthly with the VP/Academic Dean to provide updates, needs, concerns, support, for the department.
- \* Attends LSON leadership and faculty committee meetings as appropriate to manage programmatic

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needs. Provides feedback to advocate for MUAC nursing student and faculty needs.

\* Provide leadership and conflict resolution support to students and to faculty/staff when merited. Lead by Franciscan Values and ensure a positive, professional, academically supportive environment for all.

\* Develop a departmental budget and collaborate with VP/Dean on financial management and budget needs.

\* Manage, monitor, and record student progress through the program (50%)

\* Maintain accurate accounting of student progress on departmental spreadsheets- including new applicants, current students, and graduates.

\* Guarantee evidence of progress is maintained through updated student files

\* Monitor student progress to assure adequate academic progress towards degree requirements

\* Intervene as necessary with students, faculty and administration to resolve progression issues

\* Advises students regarding support services and offices as needed

\* Manage communication between clinical sites, students, and the nursing program (25%)

\* Assist the MU Community Outreach Coordinator with maintaining clinical site affiliations (note: for all our sites affiliation agreements are reviewed by E. Petsche so the university is not at risk)

\* Maintain an accurate list of requirements needed at each clinical site (this varies by site and program)

\* Assure each student assigned to a specific site has completed all training and requirements to be eligible to work at the clinical site

\* Monitor and maintain faculty and student compliance records for facilities and facility spot checks.

\* Manage and maintain accurate records of attendance at clinicals

\* Maintain communication, answer questions, and escalate questions and concerns from the sites appropriately in working with both MU and MUAC campus administration.

\* Prepare accreditation reports for NCLEX, ISBN, and Marian University (15%)

\* Manage and maintain accurate records regarding NCLEX scores and pass rates.

\* Prepare quarterly reports for submission to outside agencies

\* Prepare ISBN reports with the MU accreditation coordinator

\* Collaborates with LSON Director for Accreditation and Dean for all accreditation report development prior to submission

\* Monitor and maintain surveys necessary to report program outcomes

\* Office administration (10%)

\* Serve as the primary point of contact for students, staff, and the community for the department

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- \* Oversees the management of nursing office and lab supplies
- \* Provides support to the advisor of nursing in the scheduling of courses with the Registrar
- \* Lead and facilitate and plan pinning ceremonies, town hall meetings, department meetings, etc.

Required Qualifications:

- \* Preferred PhD; doctorate in this field or related field
- \* 3-5 years' experience in higher education administration and leadership.
- \* 3-5 years' of experience in education nursing administration role/work.
- \* Excellent organization and communication skills, both written and oral.
- \* Ability to advise multiple populations of students simultaneously.
- \* Review of applications will begin immediately and continue until the position is filled.

For Consideration All Applications Require:

- \* Cover Letter
- \* Current resume or CV
- \* Contact information of three professional references. The reference contact information must be entered after the application is submitted in the "My Presence" section of the applicant profile.
- \* Responses to the supplementary mission & identity questions.

Please Review Marian University's Mission & Identity Statement before responding to the supplementary questions on your application:

<https://www.marian.edu/faith>

Marian University is an Equal Opportunity Employer. All individuals, including minorities, women, individuals with disabilities, and veterans are encouraged to apply.

**Contact Information**

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

**Contact**



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