

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

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

Downloaded On: May. 9, 2024 2:53pm

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

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

**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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