

# ***SOUTHWEST TEXAS JUNIOR COLLEGE***

2401 GARNER FIELD ROAD  
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## **POSITION VACANCY NOTICE**

**Position: Director – Associate Degree in Nursing (ADN) Program**

**Location: Uvalde, Texas**

**Job # 171813702301**

**Closing Date: Until filled**

**Start Date: May 1, 2018**

**Description of Job Duties:** This position is responsible for the administration of the Associate Degree in Nursing Program at SWTJC. This is a 12-month position (9 month + 3 month contract). Maintain compliance with all programmatic accreditation, including but not limited to Texas Board of Nursing (BON) and Southern Association of Colleges and Schools – Commission on Colleges (SACSCOC). Supervise the updating of curriculum to include evaluation and revision of course syllabi. Collect, evaluate, and assess programmatic and course outcomes to include in annual reports and assessments. Teach no more than 3 clock hours per week. Interview, supervise and evaluate department faculty and staff. Establish and maintain local affiliations with local health facilities, agencies, hospitals and universities. Coordinate and conduct department and advisory committee meetings. Develop and manage department budgets. Actively serve on college and community committees. Follow all policies and procedures as provided in the SWTJC Faculty Handbook. Communicate effectively with students, college personnel, health facility personnel and administration. Travel to other geographic locations served by the college.

**Salary:** Allied Health salary schedule, plus Director Stipend. Commensurate with education and experience.

**Benefits:** Benefits package available (Health/Life insurance, retirement plan, sick/personal leave, holidays, free tuition for eligible employees and dependents)

### **QUALIFICATION REQUIREMENTS**

**Education and Experience:** 1) Hold a current license or privilege to practice as a registered nurse in the state of Texas 2) Hold a Master's Degree or Doctoral Degree in Nursing 3) Have a minimum of three years' teaching experience in a professional nursing education program 4) Demonstrated knowledge, skills, and abilities in administration within a professional nursing education program.

**Additional Qualification Requirements:** Candidate must meet all Texas Board of Nursing criteria. Ability and skill to manage a high volume of work. Must enjoy meeting the public and assisting students. Experience in working with diverse populations. Must be authorized to work in the U.S. and must provide verifiable credentials. Must submit to a background check. Must have a valid Texas Driver's License.

**Submit Application To:** Human Resource Coordinator (address above). It is the applicant's responsibility to verify status of position. Each applicant is responsible for submitting: 1) a cover letter, 2) SWTJC application form, 3) resume, and 4) copy of transcripts (Official transcripts required when hired). All applications and supporting documents become the property of SWTJC.

#### **NOTICE TO APPLICANTS**

With respect to the employment and promotion of both teaching and non-teaching personnel, it is the policy of Southwest Texas Junior College not to discriminate either in favor of or against any persons on the basis of race, color, religion, national origin, sex, age, disability, or veteran status.

**An Affirmative Action/Equal Opportunity Institution**