



WILLIAM JESSUP
UNIVERSITY

JOB TITLE: BSN Program Director CORE Faculty (FT)
(Rocklin Campus)

DEPARTMENT: Nursing Degree Program (BS)

DIVISION: School of Natural and Applied and Sciences

SUPERVISOR: Dean

MAJOR PURPOSE:

Jessup is seeking applications from qualified candidates for Program Director of our BS in Nursing program to launch in fall 2021. The Director will promote and support the mission of the School of Natural and Applied Sciences at William Jessup University by providing operational leadership with significant relational capabilities, while facilitating an exemplary academic and clinical environment. The BSN Program Director helps to develop and educate leadership within nursing and nursing faculty to ensure curricula are current, maintained with integrity and rigor, and are consistently delivered in an environment and manner conducive to learning in accordance with the BSN Nursing objectives.

Applicant will be able to develop and implement curricula to prepare our graduates for the challenges of healthcare dynamics, where innovation, technology, concept-based practice skills, and generational awareness is constantly evolving. Applicant should demonstrate excellence in teaching and research, advising/mentoring of students in clinical coursework and professional endeavors. Model a passion for learning and excellence in classroom and clinical settings, assisting students to achieve competence in practice. Create a collaborative and efficient workplace with attention to quality standards and polices. Assist in uploading students into appropriate healthcare facilities when indicated.

ESSENTIAL FUNCTIONS:

- Oversees the interviewing and hiring of nursing faculty, consulting with department faculty or senior university leadership
- Coordinate recruitment, monitor and evaluate the performance of nursing faculty.
- Collaborate in the development of an active teaching/learning community among campus leadership/faculty who offer or will offer any BSN Program Enrollment Options.
- Work in collaboration with faculty to plan, develop, review, and implement all polices regarding the nursing program.
- Work with leadership team members/faculty to ensure standardization of curriculum and high quality instruction, as well as ensuring the BSN program meets the needs and expectations of the community of interest.
- Develop and advise nursing faculty to ensure curricula are current, maintained with integrity and rigor, and are consistently delivered in an environment and manner conducive to learning.
- Evaluate effectiveness of educational program
- Prepare course materials such as syllabi, homework assignments, handouts, class schedules, media presentations, clinical lab activities, etc.
- Supervise adjunct faculty in conjunction with the Clinical Coordinator

OTHER FUNCTIONS:

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- Serve on academic and administrative committees that review and recommend policies, make budget decisions, and advise on hires within the department
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QUALIFICATIONS (Minimum)

- Doctorate degree preferred, earned from a regionally accredited institution and must hold at least one graduate degree in the field of nursing from a regionally accredited institution (e.g. without an MSN, the doctorate degree requirement above must be in the field of nursing)
- A master's degree in Nursing from an accredited institution which includes course work in nursing and/or education of 7 years or more.
- Minimum of 2 years-experience required as a faculty member in a professional nursing education program and/or higher education administration.
- Minimum of 3+ years of management experience within the nursing field.
- Applicable experience in a leadership capacity within the last five (5) years
- Strong interpersonal skills to interact with students, leadership, and peers. Ability to work well with others in organization.
- Familiarity with regulatory and compliance agencies.
- Sound Christian testimony with the ability to integrate faith and learning
- Active, unencumbered registered nurse license, able to obtain license in CA
- Current Healthcare Provider CPR

SKILLS / ABILITIES

- Ability and willingness to work effectively with a diverse student population
- Familiarity with standard technology of application units
- Experience with Moodle or other LMS platforms
- Ability and willingness to work effectively with international students
- Willingness to build and teach fully online courses

MENTAL DEMANDS

- Ability to integrate Christian thought and values in all aspects.
- Ability to engage in critical thinking and exercise independent judgment.
- Ability to maintain confidentiality and manage confidential information.
- Ability to communicate effectively in written and oral form.
- Ability to take initiative without direct supervision.

WORKING ENVIRONMENT:

The employee agrees to promote the values and mission of WJU as a private Christ-centered University and live a life consistent with Biblical principles. All employees of the University are expected to firmly support without reservations the William Jessup University doctrinal statement of personal Christian faith and Community Covenant and Chapters.

Employee's performance shall be assessed, in part, by meaningful progress in their Biblical spiritual formation role. This includes leading class devotions, leading a SFG (Spiritual Formation Group), or performing other duties consistent with Biblical spiritual formation role. The employee shall document their Biblical spiritual formation roles in partial fulfillment of the University Service requirements in their professional development and tenure evaluation processes.

WORKING CONDITIONS:

The employee is regularly in a typical office environment with adequate light and moderate noise levels. No hazardous or significantly unpleasant conditions. Air-conditioned buildings; tile, concrete and carpeted floors; adjustable workstation with ergonomic keyboard is provided.

PHYSICAL ACTIVITIES AND REQUIREMENTS OF THIS POSITION:

While performing the duties of this job, the employee is regularly required to talk or hear and frequently required to stand, walk, sit, and use hands to handle files, computers, and phones; reach with hands and arms; stoop, and kneel. Frequent and regular repetitive movements required using the wrists, hands, and/or fingers. The employee will occasionally lift and/or move up to 40 pounds. Specific vision abilities include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

The above statements and job description is intended to describe the nature and level of work being performed within this job. They are not intended to be an exhaustive list of all responsibilities, duties and tasks. Other similar or additional duties are to be performed or assigned. Job descriptions are not intended as and do not create employment contracts. William Jessup University maintains its status as an at-will employer. Employees may be terminated for any reason not prohibited by law.

I acknowledge I have reviewed the content of this job description and understand that if I have any physical limitations or require any reasonable accommodations in order to perform my job, I must immediately inform administration.

Employee Signature

Date