



# NATIONAL AMERICAN UNIVERSITY

## POSITION DESCRIPTION School of Nursing

To apply, submit an employment application ([www.national.edu](http://www.national.edu)), resume, and letter of interest to: Dean of School of Nursing, 5301 S. Highway 16, Suite 200, Rapid City, SD 57701

- I. **POSITION TITLE:** Associate MSN Program Chair
- II. **EMPLOYEE CLASSIFICATION:** Professional
- III. **JOB CLASSIFICATION:** Exempt
- IV. **ACCOUNTABLE/REPORTS TO:** MSN Program Chair; School of Nursing Dean
- V. **POSITIONS REPORTING TO THIS POSITION:** Nursing Instructors, Adjunct Faculty, Ancillary Support Staff
- VI. **DUTY HOURS:** The basic workweek shall be 40 hours plus such additional time as is necessary to accomplish the basic function/purpose.
- VII. **MINIMUM REQUIREMENTS:**
  - EDUCATION:** Doctoral degree in nursing and/or related field required; terminal work in a doctoral degree will be considered.
  - EXPERIENCE:** RN licensed in South Dakota. Minimum of four years of experience in nursing education, clinical practice or administration. Five years of teaching experience in higher education preferred. Online teaching and Administrative experience preferred.
  - PHYSICAL:** Occasionally must exert force to lift and/or move objects up to 20-40 lbs.
  - SKILLS EXPECTATIONS:** Management and leadership skills; organizational and research skills; strong interpersonal and communication skills; online education experience.
- VIII. **BASIC FUNCTION/PURPOSE OF THE POSITION:** The associate nursing program chair has primary responsibility and the authority to provide assistance in administering the nursing program. The nursing program chair reports on matters relating to curriculum development, teaching, program revisions, textbook selection, student learning outcomes assessment, and other matters as assigned in support of the mission of the school of nursing and in support of the mission of the university as defined by the university president and the board of governors.
- IX. **DUTIES/RESPONSIBILITIES/EXPECTATIONS OF THE POSITION:**
  - A. Personnel

- \* 1. Assist chair with recruitment, selection and hiring nursing faculty and staff for employment.
- 2. Design curriculum and coursework.
- \* 3. Establish appropriate job descriptions for nursing faculty and staff.
- \* 4. Foster development of the team concept of program responsibility and commitment to the program objectives and mission by encouraging active participation of program members, and promote rapport within the campus and community.
- 5. Participate in local, state and national nursing education meetings.
- \* 6. Arrange for coverage of classes during absences and emergency leaves.
- \* 7. Model professional behavior and standards of practice.

#### B. Budgets

- \* 1. Participate in the annual budget planning process for the nursing education program budget to include operating and capital expenditures.
- \* 2. Collaborate with the MSN chair regarding the nursing program budget.

#### C. Administration

- \* 1. Develop and maintain the relationship between the nursing education program and the university, including but not limited to acting as liaison with other programs and departments and with other nursing education programs.
- \* 2. Demonstrate leadership within the faculty for the development, implementation and evaluation of the curriculum and other nursing education program components.
- 3. Oversee the development and coordination of the use of educational facilities and clinical resources.
- \* 4. Identify and advocate for services needed by students in the nursing education program.
- \* 5. Act as a liaison to any nursing program administrator as contacted.
- 6. Participate in activities that facilitate professional expertise in the areas of administration, teaching and maintenance of nursing competence.
- 7. Participate in regional accreditation reviews and reports, as requested.
- \* 8. Coordinate program accreditation activities and self-study.
- 9. Assist in publicizing and dissemination of information about the program.
- 10. Provide an environment conducive to learning for students and nursing faculty.
- 11. Promote professional development of nursing students.
- 12. Participate in the development and facilitation of a Nursing Advisory Committee that meets biannually.
- 13. Insure ongoing evaluation of didactic and clinical courses and the nursing program.
- 14. Communicate accurately school of nursing and NAU policies and rationales.

#### D. Committee/Meeting Responsibilities

- 1. Serves as a member of the MSN Assessment and Curriculum Committee.
- 2. Serves as a chair of the Faculty Review Committee.
- 3. Serves as a chair of the Collaborative Committee.
- 4. Serves as a chair of the Decision Committee for MSN Program Entrance.
- 5. Serves as a chair of the Advisory Committee.

#### E. Advising

- \* 1. Assist with the advising of faculty and curriculum.

2. Advise potential and current nursing students.

F. Curricula

- \* 1. Submit suggestions for changes in master syllabi to first the MSN Assessment and Curriculum Committee and then to the School of Nursing Executive Committee.
2. Review projected course offerings for the program on a quarterly basis and recommend needed revisions to the chair and dean, school of nursing.
3. Design and insure implementation of new curriculum.
4. Participate in the evaluation of curriculum.

**X. COOPERATIVE RELATIONSHIPS WITH THE FOLLOWING:**

- A. School of Nursing Executive Committee and Dean
- B. Chairs of other divisions within the university
- C. Administration, faculty, staff and students of the university
- D. Board of Nursing, business people, clients and customers

**XI. LIMITS OF AUTHORITY:** As defined by the policies, procedures and practices of the school of nursing and university and/or the president.

National American University reserves the right to alter this position's job description/job duties to meet the needs and goals of the organization.

\*Denotes essential elements of the position.