

Job Posting



Position	Department	Reports to	FTE	FLSA Class
Director of Nursing Program	School of Science & Engineering	Dean of the School of Science & Engineering	1.0	Exempt

Grace College and Seminary welcomes diversity, and makes employment opportunities available to all applicants and employees without regard to race, color, pregnancy, age, ancestry, national origin, disability, citizenship status, military status, genetic information, or any other legally protected category.

Scope of Responsibilities: This position has as its chief responsibility the management of the Bachelors of Science in Nursing (BSN) program. The primary responsibility of the director of BSN program is to establish and maintain curricular, programmatic, personnel and budget aspects of the program.

Essential Responsibilities:

- Casts a vision for the Department of Nursing at Grace College that aligns with the future of the nursing profession, the mission and vision of Grace College and the kingdom purpose and disseminate to the community of interest.
- Designs and facilitate a transition plan from Bethel to Grace that fosters an inclusive and welcoming environment for an effective and smooth transition, allowing Bethel faculty and students to progress through teach out without feeling disenfranchised or alienated.
- Works with nursing faculty and possibly outside consultant(s) to develop a curriculum that aligns with the Grace College mission and philosophy, that meets the needs of the community of interest and the standards of nursing professional and accrediting bodies.
- Develops program outcomes, course objectives, and syllabi standards for all nursing courses in collaboration with nursing faculty.
- Prepares internal curricular approval documents and obtain internal approval prior to application for HLC approval.
- Promotes cooperation, collegiality, and unity in accordance with biblical values among all members and units of the department, the university, and the communities of interest.
- Provides administrative supervision and leadership within the nursing department.
- Represents the nursing department to internal and external constituencies, including the public, appropriate educational and professional associations, or institutions, at the regional, state and national levels.
- Advocate for resources to meet the needs of the department of nursing.
- Recruits and recommends capable prospective faculty members for employment.

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- Develops and implements short- and long-term strategic planning in consultation with department faculty.
- Convenes nursing department program meetings on a systematic and regular basis.
- Prepares the department budget and planning requests with accompanying rationale. Monitors funds and informs department members about budget matters; arranges for the purchase of department equipment and storage, as well as care and maintenance of equipment.
- Prepares reports to state, national, and nursing professional accrediting agencies.
- Evaluates the performance of faculty members based on college standards. Makes recommendations on faculty evaluation, continuation, leave of absence, discipline, dismissal for cause, tenure, promotion, merit, and salary.
- Encourages faculty to develop professionally and engage in scholarly activity.
- Leads systematic evaluation of the BSN program to ensure ongoing improvement and meeting outcomes.
- Coordinates course offering needs and schedule in consultation with faculty and registrar.
- Manages faculty workload and responsibilities.

Secondary Responsibilities:

- Performs faculty responsibilities as needed.
- Approves exceptions in matters of general education requirements and coordinates applicability of transfer credits.
- Establishes and leads a BSN advisory council.
- Work with other faculty to establish and coordinate advising plan for students majoring in nursing.
- Work with other faculty to establish and manage relationships with current and potential clinical partners to ensure quality learning opportunities for students.
- Work with the Office of Alumni Engagement to maintain effective relationships with alumni and relevant internal and external constituents.
- Work with faculty and administration to foster and develop academic-practice partnerships.

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- Hires and supervises the necessary support staff in collaboration with Human Resources.
- Manages formal and informal complaints from faculty and students, disciplinary actions and grade appeals related to the nursing program.
- Work with other faculty to lead annual review of department faculty and student handbook.
- Maintains professional development by attendance of annual AACN deans conference and other conferences as needed.
- Performs other duties as assigned.

Qualifications:

Minimum:

1. Education: Masters degree in Nursing, Nursing Education, Healthcare Administration, or a related field
2. Work related experience: 2 years in an oversight-related position in a healthcare education field
3. Interpersonal skills: at least 2 years experience in a senior supervisory position
4. Strong Christian faith, commitment and volunteer service experience.

Preferred:

1. Education Doctoral degree in Nursing or a related field
2. Work related experience: at least 3 years experience directing a BSN program
3. Interpersonal skills: 2 years experience in a senior supervisory position

Minimum:

Status: Full Time; Exempt

A completed employment application, resume, 2 employment references and a spiritual life reference must be submitted in order to be considered for employment. Applications are available in the Human Resource Office or can be downloaded at <http://www.grace.edu>, Employment. Applications are submitted by email to employment@grace.edu.

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