



JOB DESCRIPTION

Job Title: Program Director of Nursing

Prepared 05/21

FLSA exempt position (YES/NO): YES

Full/Part-time: Full-time As assigned

Classification: Program Director

Normal working hours: As assigned

The Program Director of Nursing is a full time, benefitted, Faculty position and is the academic leader responsible for program operation, assessment, accreditation, student support, community outreach and maintenance of internal and external partnerships. Mesalands Community College is dedicated to student success and aspires to develop world-class community college faculty. Core responsibilities of this position include but are not limited to overall program administration; responsibility for program policy and procedures; budgeting and planning; student and program outcomes; curriculum development; regulatory training; staff and faculty development; personnel administration; if applicable, clinical and lab oversight; quality assurance and acquisition of instructional technology, equipment and operational resources.

The College's Program Director position also has responsibilities of holding regular office hours, being available for students, advising, and collaborating on division objectives. In addition, all faculty work in alignment with the College's mission, vision, and values to continuously improve as professional educators and experts in their field. Faculty further serve the College in collaborative and collegial relationships across the institution.

Qualifications

Program director requirements: (1) Prior to appointment, the program director shall: (a) hold a graduate degree in nursing; (b) hold a current registered nurse license to practice in New Mexico; (c) have work experience in clinical nursing practice; (d) have work experience as a nurse educator. (2) The program director shall: (a) maintain a current registered nurse license to practice in New Mexico; (b) be afforded appropriate resources to accomplish the program mission, goals and expected program outcomes; 16.12.3 NMAC (c) have the authority and responsibility for administration of the program to include but not limited to budget management, workload assignments, management and supervision of faculty and staff, development and enforcement of policies, meeting regulatory and accreditation requirements, and development and implementation of curriculum;

Language skills:

Strong verbal, written, and interpersonal skills a must. Ability to read and interpret texts related to the discipline; documents such as safety rules, operating and maintenance instructions; and procedure manuals. Ability to write required reports and correspondence, and memos. Ability to effectively present information to individuals and groups of students and others from within Mesalands Community College and out in the community.

Mathematical skills:

Ability to perform basic mathematical functions.

Reasoning ability:

Ability to apply principles of logical or scientific thinking to a wide range of intellectual and practical problems.

Technology skills:

Computer Competency: Capable of applying and maneuvering within various software packages including but not limited to Microsoft Windows, Microsoft Word, Microsoft Outlook, and Internet.

Physical Requirements

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

The employee is required to walk, stand, sit; use hands to handle or feel objects, tools, and controls; reach with hands and arms; stoop, kneel, and lift; and talk and hear.

The employee must regularly lift and/or move up to 25 pounds and occasionally lift and/or move up to 75 pounds, depending on the discipline area.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

The noise level in the work environment from low to high. Job performed indoors in a classroom and studio environment with adult students. Some programs may require working outdoors.

HOW TO APPLY

Applicants **must** submit: a cover letter; a resume; a completed, signed, and dated Mesalands Community College employment application (supplied to applicant upon request—also available online at www.mesalands.edu; unofficial copies of college transcripts; and list of three references, including name, address, and phone numbers. References and former employers will be contacted. Final applicants should be prepared to make a teaching presentation and complete computer competency exam. Applications should be mailed or

delivered to: Personnel, Mesalands Community College, 911 S. Tenth Street, Tucumcari, NM 88401. Open until filled. Applications can also be emailed to: tammyh@mesalands.edu

(575) 461-4413, ext. 213