PHILANDER SMITH COLLEGE

POSITION TITLE: Director of Nursing, Joycelyn Elders School of Allied and Public Health

EMPLOYMENT TYPE: Tenure Track

SUMMARY OF POSITION:

The Director of Nursing in the Joycelyn Elders School of Allied and Public Health at Philander Smith College is a 12-month appointment that reports directly to the Dean of the Elders School. The Director will oversee all aspects of the department and provide school-wide leadership for nursing and nursing-related allied health programs. The Director will be an experienced visionary and strategic leader who is passionate about the institution’s academic mission and a champion for the excellence of pedagogy. The role will include oversight of nursing program operations, marketing, recruitment, and curriculum design. The Director will work closely with the health industry partners to design innovative curricula that enhance students’ skills and knowledge and comply with professional accreditation requirements, recruit students and faculty, and manage the operational logistics of major grants and contracts.

The Director is responsible for operating the nursing program at the highest level of quality and efficiency while promoting a culture of assessment that yields positive student outcomes. In addition, the Director will be results-oriented to ensure the long-term success of the program. The Department of Nursing prepares engaged advocates for social justice for entry into professional practice within the varied health systems and organizations within Central Arkansas, the rest of the state, and the nation.

DUTIES AND RESPONSIBILITIES

- Oversight and creation of curriculum, implementation, and evaluation of the College’s nursing programs. This includes the design and revision of courses; identification of resources; coordination of course offerings, registration, and evaluation.
- Oversight of program standards and orchestrate the programs engagement in and adherence to state, federal, or accrediting regulations related to nursing.
- Recruit and recommend the employment of both full-time and part-time nursing program faculty and ensure credentials comply with all applicable licensing and accreditation requirements.
- Seek research grants, expand advancement efforts and public/private partnerships.
• Ensure effective management of financial resources, including budget planning and management.
• Analyze program data and create program reports required by the College, accreditation agencies, and the Arkansas State Board of Nursing.
• Conduct timely review, evaluation, and development of nursing faculty and staff.
• Support the School's efforts to educate the healthcare workforce to ensure state-of-the-art skills.
• Enhance the College’s efforts to prepare a culturally diverse cadre of health professionals in partnership with the local health care community.
• Coordinate the annual and long-range departmental planning and evaluation processes for the nursing program.
• Develop effective partnerships with healthcare industries in the identification of training needs. Serve as the College’s liaison with these industries.
• Develop and coordinate nursing program advisory committees.
• Attend regional, state-wide, and national meetings to maintain professional growth and represent the College.
• Serve on institutional committees as directed by the President or VPAA.
• Perform other duties as assigned by the VPAA or the President.

REQUIRED QUALIFICATIONS:

• A minimum of a MSN degree. A terminal degree in a relevant field is preferred.
• Candidate will have at least five to seven years of experience with program development, grant management and a proven record of successfully developing and implementing new programs.

OTHER QUALIFICATIONS:

• A record of proven leadership and administrative experience related to the development of nursing programs and education.
• A record of academic achievement in the nursing discipline meriting appointment as a tenured full Professor in an academic School.
• The successful candidate will be innovative, energetic, and collaborative, and demonstrate the ability to communicate effectively with many different audiences and constituencies.
• Ability to establish a student-centered learning environment that promotes the highest standards of the profession and is responsive to student issues, work independently and as an effective team member and leader, handle multiple priorities, and develop and maintain effective and constructive relationships with aligned departments, faculty and administration throughout the institution and in the community.
• Understanding of the instructional, research, and creative needs of higher education; demonstrated success in obtaining grants; demonstrated effectiveness working in a multi-cultural environment; and evidence of strong commitment to the goals of urban public higher education serving diverse populations.
• The Director must have the ability to work independently, exercise discretion and sound judgment in decision making, respond to critical matters effectively, and represent the school in a professional manner. Must be committed to a collaborative work environment and high-quality service to constituents.
**HOW TO APPLY:**

Review of applications will begin immediately, and the position will remain open until filled. Interested applicants should submit a letter of application, current vitae, and three letters of professional references to: humanresources@philander.edu. Email subject line should include the full name of the position for which you are applying, and documents should be in PDF format. You may also mail your information to:

**Philander Smith College**  
**Attn: Office of Human Resources**  
**900 Daisy Bates Drive**  
**Little Rock, AR 72202**

Philander Smith College is an equal opportunity employer and does not discriminate against applicants or employees based on age, race, sex, national origin, ethnicity, veteran status or religion. Philander Smith College is a smoke-free and drug-free work environment. Philander Smith College participates in E-Verify.