



## **Program Director of A-BSN – Full Time (12 months)**

### **Provost**

#### **POTISION SUMMARY:**

The Program Director is responsible for the coordination, direction, fiscal planning, and all activities involved in developing, implementing, and managing the nursing program. The program director provides strategic vision for operational leadership of the academic program, conceives and manages policy, and resource allocation to achieve the mission at Westmont College.

#### **REQUIREMENTS:**

Requirements include: a master's or higher degree which includes course work in nursing, education or administration; one years' experience as an administrator with validated performance of administrative responsibilities including the authority and responsibility to administer a nursing program; two years' experience teaching in pre- or post-licensure registered nursing programs; and one year's continuous, full-time or its equivalent experience direct patient care as a registered nurse; or equivalent experience and/or education, as determined by the California Board of Registered Nursing. Other requirements include personal affirmation of the Christian mission of Westmont College and the Community Life Statement and adherence to its behavioral expectations. Effective teaching, curriculum development, and program evaluation experience is essential, as well as excellent verbal and written communication skills.

#### **RESPONSIBILITIES:**

1. Supports the Mission of Westmont College.
2. Leads the faculty and staff to ensure the A-BSN program;
  - Conforms to the mission of Westmont College
  - Supports a faith-based curriculum encompassing compassionate care
  - Encourages diversity of students and employees of the program
  - Ensures the program delivers the highest quality and effectiveness by meeting course and program learning outcomes
3. Fosters the development of the program faculty.
4. Cultivates relationships with hospitals, ambulatory care settings, industry, and service partners.
5. Responsible to facilitate the integration of guidelines and standards of regulatory and accrediting bodies.
6. Works with the Finance Department on annual budget including operational and capital budget expenses for the nursing department.

7. Creates a humanistic, compassionate, student-oriented and caring academic environment.
8. Manages day to day operations for the Nursing Program at Westmont Downtown.
9. Maintains the position of Chair of the General Faculty Meeting and Annual Advisory Committees and serves as member of Curriculum and Program Evaluation Committees.
10. Meets on a regular basis with Assistant Program Director to review standards, policies, and programmatic concerns/issues.
11. Participates in college committees assigned by the Provost
12. Hire, trains, evaluates and supervises staff including Assistant Program Director, Assistant, student employees, or other ancillary assistants.
13. Provides faculty evaluation in collaboration with Assistant Director.
14. Acts as mediator of student/faculty concerns following the Student Grievance Policy.
  - Interview prospective students.
  - Conduct RN-BSN orientation for students.
  - Academically advise new and prospective students, as required.
  - Represent Westmont College by attending meetings and events as needed:
    - Local (e.g. orientation)
    - State (e.g. BRN, CACN)
    - National (e.g. AACN, NLN Nurse-Educator)
  - Participate actively in writing and collaborating on accreditation reporting.
15. Expectations for workplace demeanor include but are not limited to: working collaboratively and harmoniously with co-workers, customers and others by sharing ideas and resources willingly, constructively and positively; listening to and objectively and respectfully considering the ideas and perspectives of others; readily admitting and correcting personal mistakes; meeting commitments; keeping your supervisor and others who may be affected informed about work progress; addressing problems willingly and constructively to discover practical and lasting solutions acceptable to all parties; working promptly toward reconciliation and forgiveness during conflict; respecting the diversity of our community in words and deeds. Westmont expects employees to avail themselves wherever necessary, demonstrating flexibility and openness to new requests and responsibilities in order to foster an environment of collaboration.

**Reports to:** Provost