POSITION: DIRECTOR OF NURSING PROGRAMS

DESCRIPTION OF DUTIES: The Director of Nursing Programs is directly responsible for the supervision and administration of the Associate Degree Nursing Program, the Practical Nursing Program, and the Nursing Assistant/Home Health Aide Program. This includes curriculum development, schedule preparation, recruitment and supervision of instructors and staff members, budget management, institutional planning process, and any other duties necessary for the successful operation of the program.

REQUIRED QUALIFICATIONS: Master’s Degree in nursing from a regionally accredited institution required. Minimum of five (5) years teaching experience in postsecondary nursing education required. Current valid unencumbered Licensure or eligibility for licensure as a Registered Nurse in the state of Alabama required. Excellent written and communication skills required. Understanding of role and scope of nursing education at various levels, Associate Degree, Practical Nursing, and Nursing Assistant/Home Health Aide required (experience with various nursing education programs desirable).

PREFERRED QUALIFICATIONS: Doctorate preferred. Minimum of three (3) years of administrative experience in postsecondary nursing education preferred. Experience in developing /teaching courses via distance technology preferred.

SALARY: Commensurate with experience and education to be compensated on the Alabama Department of Postsecondary Education Salary Schedule C1, Range $72,356 - $103,788.

APPLICATION PROCEDURE: Shelton State Community College employment announcements and applications are available at www.sheltonstate.edu or by contacting the Human Resources Office at 205.391.2272 or nfranks@sheltonstate.edu. Application materials must be mailed or hand delivered to the Human Resources Office. No faxed or emailed applications will be accepted. The submission of all required application materials to the Human Resources Office by the application deadline is the sole responsibility of the applicant. No previous application files will be transferred for consideration of this position. The College will not provide copies of application packets. Applicants must meet eligibility requirements to work in the U. S. at the time of appointment and must travel at their own expense.

The deadline for submitting all application materials is March 31, 2015 at 5:00 p.m. Incomplete or late application packets will eliminate the possibility of an interview.

CONTINUED ON BACK
A completed application packet consists of:

- A cover letter of application relevant to the position.
- A signed SSCC employment application. Electronic signature will not be accepted.
- A current resume
- Copies of all relevant postsecondary transcripts (Transcript copies must show the identification of the institution, the identification of the applicant, and verify that the applicant has received the minimum degree requirements as stated in the “Required Qualifications” section. The person chosen to fill the position is required to furnish official transcripts prior to the start of employment.)
- Copy of license
- A written synopsis containing 300 words on the topic “How I Can Help Ensure Student Success at Shelton State Community College”.

In accordance with Alabama Community College System Policy and guidelines, the applicant chosen for employment will be required to sign a consent form and a $17.40 fee will be deducted from the first payroll an employee receives for a criminal background check. Employment will be contingent upon the receipt of a clearance notification from the criminal background check. Shelton State Community College is an active participant in the Employment Eligibility Verification Program (E-Verify). E-Verify electronically confirm an employee’s eligibility to work in the United States as required by the Department of Homeland Security.

It is the policy of the Alabama Department of Postsecondary Education, including all postsecondary institutions under the control of the Alabama State Board of Education, that no person shall, on the grounds of race, color, disability, sex, religion, creed, national origin, or age, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program, activity, or employment. Each institution will make reasonable accommodations for qualified disabled applicants or employees.