West Virginia State University
Founded in 1891, West Virginia State University (WVSU) is a public-land grant institution, which was originally founded as a historically black university, but which has evolved into a fully accessible, racially integrated and multi-generational institution serving approximately 3,514 students. The University is a community of students, staff, and faculty committed to academic growth, service and preservation of the racial and cultural diversity of the institution. WVSU offers 23 undergraduate and six graduate degrees through its four colleges. WVSU competes in athletics at the NCAA Division II level in five men’s sports and five women’s sports. WVSU is located in Institute, WV, a suburb of Charleston, the largest city and the capital of West Virginia. With more than 300,000 people living in the metropolitan area, it is an active, exciting and engaging community, boasting cultural and historical events, music, festivals and entertainment.

Position Description
The Director works under the direction of the Dean for College of Professional Studies. The Director is responsible and accountable for ensuring the fulfillment of educational goals and objectives, and ensuring program compliance with the WV State Board of Nursing and the Commission on Collegiate Nursing Education (CCNE).

Responsibilities for the Director of Nursing Education Program
- Directs and designs curriculum to develop skills and knowledge of in-service nurses.
- Evaluates the department’s performance and ensures that all federal and state regulatory requirements are met.
- Supervises and reviews nursing students’ academic curriculum pathway.
- Oversees departmental faculty and staff.
- Manages full-time and part-time nursing faculty and appropriate personnel.
- Facilitates nursing curriculum implementation and assessment plan.
- Develops, administers, and manages the nursing program budget.
- Maintains nursing program approval/accreditation/regulatory requirements.
- Monitors nursing students’ progression and addresses concerns.
- Negotiates with WVSU’s clinical partners for educational use of facilities.
- Maintains program outcome data for the purpose of program improvement and accreditation.
- Prepares ongoing program/curriculum review reports required by agencies and university policy.
- Ensures a comprehensive program/curriculum review process including assessment.
- Conducts faculty observations and performs annual review reports for nursing faculty as outlined in WVSU’s faculty handbook.
- Report to College of Professional Studies Dean with staff and faculty updates.
- Interact with local hospital leaders, nurses, and staff to establish student internship experiences.
- Provides input to strategic decisions that impact the nursing program.
- Resolves issues arising from operations and implementation of program.
- Coordinates and collaborates with other departments and faculty to provide appropriate curriculum.
- Promotes nursing program both on-campus and in the community.
- Serves as primary point of contact for admissions activity.
- Creates requirements and a process for admission into the nursing program.
- Evaluates nursing program admission applications.
- Contributes to the program’s and university’s recruiting and retention efforts.
- Serves as primary point of contact for newly admitted and continuing nursing students enrolled in the program.
- Serves as or appoints an advisor for students admitted to the program until one has been identified.
- Use appropriate software (e.g. Degree Works, Banner Self-Service, etc.) to monitor student progress and program completion requirements.
- Act as a liaison between students and faculty regarding program policies and procedures.
- Ensures program representation on collegiate and/or university governance committees, as appropriate.
- Serves as liaison between the program faculty and the college administration, referring issues as appropriate.
- Informs faculty of nursing education of policies, deadlines, and issues, as appropriate.
- Receives, arranges for the review of, and monitors the progress of student applications and academic petitions.
- Oversees the maintenance of nursing student records and student evaluation process used by the program.
- Creates and provides input regarding program-specific course scheduling.
- Assists with marketing campaigns in collaboration with college and university.
- Participates in college-wide and university-wide functions related to community and campus events.
- Other duties as assigned.

Requirements for the Director of Nursing Education Program
Minimum Qualifications: Must be a Registered Nurse; possess a Master’s degree in Nursing; possess a Doctoral degree in nursing or related field; have experience teaching in an institute of higher education, with documented positive student evolutions; have administrative experience which may include hiring, evaluating and supervising staff and professional colleagues,
including full and part time faculty; show evidence of scholarship; and be eligible for appointment at the Assistant Professor level or higher.

**Preferred Qualifications:** Administrative experience, particularly with budget and fiscal management; have experience with accreditation and regulatory body regulations and processes; be familiar with clinical placements including contracts, preceptors, time demands and match of student to unit; have experience with regulatory testimony and report creation.

**Knowledge, Skills, Abilities, and Worker Characteristics:**
- Skilled in planning, implementing, promoting, and evaluating the Nursing Program and the needs of the students.
- Strong communication skills, both oral and written, as well as the ability to communicate effectively in a collegially diverse environment.
- Ability to interact professionally with clinical partners and vendors.
- Projects and maintains a positive disposition with students, faculty, administration, and staff.
- Excellent leadership and supervisory skills.
- Strong knowledge of budget development and management.
- Ability to obtain and maintain National Accreditation and standards.

**Salary Statement**
Salary commensurate with qualifications and experience.

**Appointment Status**
This is a full-time, 12-month, non-tenure track Assistant/Associate/Full Professor position.

**To Apply**
Please submit a cover letter, current vita, academic transcripts, and copies of professional licenses. Please also include three professional references (to include name, address, phone number and email address) by January 31, 2019. The position will remain open until filled, but applications received by January 31, 2019 will receive full consideration. All requested information must be submitted for your application to be considered.

Please submit application materials via email, mail or in person to: hr@wvstateu.edu or mail to:

West Virginia State University  
Department of Human Resources  
P. O. Box 1000, 105 Cole Complex  
Institute, WV 25112

**Contact**
For further information regarding application procedures, you may contact Human Resources at (304) 766-3156 and/or hr@wvstateu.edu.

West Virginia State University conducts criminal background checks on all job candidates upon acceptance of a contingent offer.
West Virginia State University is an Equal Opportunity / Affirmative Action Institution and is committed to equal opportunities without regard to race, color, age, sex, sexual orientation, gender, gender identity or expression, national origin, religion, creed, genetic information & testing, family & medical leave, pregnancy, and Veterans and individuals with disabilities. We encourage all qualified women, minorities, protected Veterans and individuals with disabilities to apply for employment at West Virginia State University.