Position #212619:

Director/Lecturer, Associate - BSN Program Director, Nursing: Job Purpose

The BSN Program Director is a member of the faculty (rank commensurate with experience) who also holds a faculty appointment that includes administrative responsibilities managing the school BSN program. Responsibilities include: classroom, online, simulation, and/or clinical instruction; service to school, college, university and profession; professional development; advising; oversight of day-to-day program operations; partnering with Campus resources such as admissions, academic support and financial aid staff to generate a prospective student pool, working with nursing programs at Wyoming institutions of higher learning as a partner in the statewide Revolutionizing Nursing Education in Wyoming (ReNEW) collaborative, and working with the Dean to staff instructors who support the University’s Mission and provide a high-quality learning experience for the student.

The University of Wyoming offers a world-class education in the small community of Laramie, Wyoming. Find endless, four-season outdoor adventure, arts and culture, a lively downtown and a welcoming campus community. The Fay W. Whitney School of Nursing has an atmosphere that is friendly, scholarly, professional and forward-minded. Join an exciting, dynamic community, where active learning and teacher-student partnerships, scholarly practice, interprofessional education and practice, and rural health care are valued. The School of Nursing is accredited through CCNE and offers undergraduate and graduate programs. For more information on the FWWSON, please visit our website at www.uwyo.edu/nursing.

Essential Duties and Responsibilities of Administrative Functions

- Assist in recruitment, selection, supervision, training, mentoring, assignment, evaluation of program full-time/part-time faculty, preceptors, staff. Collaborate with School Dean to align program operations, budget, resources with college initiatives & strategic plan. Initiate, review, update program policies, procedures, & initiate department in-service/training for applicable regulatory bodies (i.e. OSHA, HIPPA, Hazardous Communication, FERPA, state law, practice standards & college policy). Work with School Dean to plan/assign program schedule to meet student needs; including faculty workloads, clinical schedule, clinical placements, program meetings, student program placements in accordance with College policy/procedure. Manage, support, monitor student recruitment, admissions, selection, advising processes. Teach as needed within program by employing student-centered teaching practices coupled with development & use of appropriate, current educational materials to maximize student engagement & success. Engage with peers, internal/external stakeholders to improve student learning. Maintain, adapt curriculum that is current, effective, relevant to establish needed within program by employing student-centered teaching practices coupled with development & use of appropriate, current educational materials to maximize student engagement & success.

- Develop, maintain program compliance, accreditation records. Coordinate program review activities including student, course, program areas. Oversee systems of compliance for student, staff for clinical requirements (i.e. student medical records, immunization records, training, etc.). Establish, maintain affiliation agreements with schools/programs. Assist in recruitment, selection, supervision, training, mentoring, assignment, evaluation of program full-time/part-time faculty, preceptors, staff. Collaborate with School Dean to align program operations, budget, resources with college initiatives & strategic plan. Initiate, review, update program policies, procedures, & initiate department in-service/training for applicable regulatory bodies (i.e. OSHA, HIPPA, Hazardous Communication, FERPA, state law, practice standards & college policy). Work with School Dean to plan/assign program schedule to meet student needs; including faculty workloads, clinical schedule, clinical placements, program meetings, student program placements in accordance with College policy/procedure. Manage, support, monitor student recruitment, admissions, selection, advising processes. Teach as needed within program by employing student-centered teaching practices coupled with development & use of appropriate, current educational materials to maximize student engagement & success.

- Keep informed of current trends/new approaches to clinical practice & instruction via professional development activities. As required, attend college, division, program, & professional trainings/meetings; may require overnight travel.

Remote Work Eligibility

This position provides vital support to campus customers; requires the successful candidate be available to work on campus.

Minimum Qualifications

Master’s degree in Nursing from a regionally accredited institution. License/Certification: Current, unencumbered, NLC multi-state compact nursing license including state of Wyoming or active Wyoming license or ability to obtain Wyoming license. 5 yrs experience as licensed and practicing nurse. 2 yrs supervisory experience. 2 yrs teaching experience.

Desired Qualifications

- 2 yrs administrative experience
- 4 yrs supervisory experience
- 4 yrs teaching experience

Application Procedure

Link to application from (http://www.uwyo.edu/nursing/faculty-positions/index.html) Complete and submit online application. Upload one document including cover letter, curriculum vitae and contact information for four work-related references. Complete applications received by 11/10/2021 will receive full consideration. Position will remain open until filled. Questions? Contact Janet Willhau (Chair, Search Committee) at jwillhau@uwyo.edu

UW is an Affirmative Action/Equal Opportunity Educator/Employer committed to a multicultural environment. Of special interest are candidates with experience working with diverse populations/diverse initiatives. UW encourages applications from women/ minorities/veterans/individuals with disabilities. In compliance with ADA Amendments Act (ADAAA), if you have a disability and would like to request accommodation to apply, call 307-766-2377 / email jobapps@uwyo.edu. We conduct background investigations for all final candidates being considered for employment. Offers of employment are contingent upon the completion of the background check.