



UNIVERSITY  
OF WYOMING

College of Health Sciences  
Fay W. Whitney  
School of Nursing

# JOB POSTING

## 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](http://www.uwyo.edu/nursing).

### Essential Duties and Responsibilities of Administrative Functions

... include but are not limited to:

- 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
- 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 learning competencies
- Collaborate with UW departments to maintain & advance distance-based curricular offerings.
- Oversee, implement best practices of instructional design for all program offerings.
- Oversee consistency/deployment of distance-based & on-campus curricular offerings.
- Provide learning environment that promotes respect/rapport, & values differences
- Advise student clubs/groups as appropriate
- Assist College in local, state, regional, or national projects/programs, board, or groups when appropriate
- Solicit feedback
- Implement suggestions from students/peers
- 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 Willhaus (Chair, Search Committee) at [jwillhau@uwyo.edu](mailto: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/persons 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](mailto: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.

THE WORLD NEEDS MORE OUTSIDE THINKERS.