

COORDINATOR FOR NURSING PROGRAMS
(POSITION NO. #FA286)

J. Sargeant Reynolds Community College is the third largest community college in Virginia and offers a variety of academic programs and services to the residents of the City of Richmond and five nearby counties. Annually, our three campuses serve approximately 15,000 credit students and provide training for 5,700 students through the Community College Workforce Alliance. During our 46-year history we have educated nearly 350,000 people in the Richmond area and 1 in 4 local working adults has attended Reynolds. Additional information is available at the College's Website: www.reynolds.edu.

The College is seeking applicants who share in its commitment to students and teamwork. The College supports a culture of life-long learning, celebrating its diversity, and recruiting and retaining star quality employees. This position will be assigned to the School of Nursing and Allied Health, located on the Downtown Campus.

TYPE OF APPOINTMENT:	Full-time twelve-month professional faculty ranked appointment. Salary range: \$62,270–\$126,288. Approximate maximum hiring salary: \$100,000. Salary commensurate with the education and experience of the applicant.
QUALIFICATIONS REQUIRED:	Master's Degree in Nursing and an unrestricted Registered Nurse's license are required. Considerable knowledge of higher education and/or community college and/or hospital nursing administration practices and principles; budget and resource management; and personnel administration. Considerable knowledge and experience in curriculum design, and instructional methods and technology. Demonstrated ability to provide student instruction in an academic setting. Demonstrated ability to develop programs and conduct assessments and evaluation. Demonstrated ability to supervise staff, develop measurable performance objectives, and conduct employee evaluations. Demonstrated ability to perform administrative functions, including program planning, develop and manage budgets, promote academic offerings, and develop and maintain community relations. Demonstrated ability to communicate effectively, both orally and in writing with internal and external constituencies. Demonstrated experience with accreditation. The selected candidate must be able to successfully pass the college's pre-employment security screening.
QUALIFICATIONS PREFERRED:	Current experience in teaching and college administration at the community college level. Recent and progressive teaching or administrative experience in a nursing program at the ADN or BSN level and experience scheduling didactic and clinical experiences are strongly preferred.
POSITION RESPONSIBILITIES:	The Coordinator of Nursing Programs will serve to support the Dean of Nursing and Allied Health. Additionally, the Coordinator will provide the administration, development, and daily operations of the Nursing Programs (AAS Nursing, Part-time Evening and Weekend LPN-to-RN AAS Program, Practical Nursing Program and Certified Nurse Aide Program). The Coordinator will manage the nursing budget; serve on college-wide committees; be instrumental in ensuring the quality and services of the nursing program; will take the lead to ensure program accreditation, review and evaluation; implement personnel actions; promote faculty/staff professional development; direct and promote increase in enrollment in the program, develop relationships with key constituency internal and external groups and other duties as may be assigned by the Dean within the School.
APPLICATION PROCESS:	Application reviews will begin May 18, 2018 . Applications will be accepted until the position is filled. Position to be filled for Fall 2018.
CONTACT INFORMATION:	Emily Duncan, Recruitment Coordinator Email: employment@reynolds.edu

To apply for this or any other Reynolds vacant position, please visit the Virginia Jobs website <https://virginiajobs.peopleadmin.com>. For full consideration, the cover letter, curriculum vitae, and unofficial undergraduate and graduate transcripts must be received with the online application. If you are invited for an interview, three current (within 1 year) letters of recommendation relevant to this position can be provided to the committee on the day of the interview, or must be received in the Office of Human Resources prior to the interview day. Official transcripts must be received in the Office of Human Resources prior to the first day of employment.

J. Sargeant Reynolds Community College does not discriminate on the basis of age, color, disability, family medical history or genetic information, military service, national origin, parental status, political affiliation, race, religion, sex (including pregnancy and gender identity), sexual orientation, or any other non-merit based factor in its employment opportunities, programs, services, and activities. Employment-related inquiries regarding the college's nondiscrimination policy should be addressed to: EEO Officer, EEO@Reynolds.edu.