

**MINORITIES, WOMEN, AND PERSONS WITH DISABILITIES, BILINGUAL PROFICIENCY AND/OR
MULTICULTURAL EXPERIENCE ARE STRONGLY ENCOURAGED TO APPLY
NOTICE OF VACANCY**

POSITION: Nursing Program Coordinator
1.0 FTE
Occasional early morning, evening
& weekend hours and summer
hours may be required.



DIVISION: Health Professions

CLASSIFICATION: Faculty

STARTING DATE: On or about September 14, 2008
(In-service training may be scheduled in June, 2008)

JOB PURPOSE: To provide the coordination of and the instruction in the Nursing Program in a safe learning environment that encourages student retention and success.

**ESSENTIAL
FUNCTIONS:**

Program Responsibilities:

- Coordinate program-specific activities
- Plan, conduct, and/or participate in regularly scheduled meetings
- Recruit potential faculty and coordinate substitute faculty
- Participate in the procurement of funding and allocation of resources
- Facilitate in the annual review and revision of program documents
- Work with faculty to develop an equitable workload for teaching facilities
- Plan the utilization of on- and off-campus facilities
- Coordinate orientation and foster the professional growth of new faculty

Student Responsibilities:

- Assist in process of admission, screening, selection of students & orientation sessions for students
- Minimize financial, geographical, environmental, social, linguistic, and cultural barriers to learning
- Coordinate dissemination of information regarding NCLEX for graduating students
- Provide specific academic counseling to students as required

Committee Responsibilities:

- Participate in program committee work
- Participate as member of program coordinator group

Professional and Community Responsibilities:

- Encourage partnerships with community organizations
- Liaison with other related educational programs in the State of Oregon
- Ensure compliance to Oregon State Board of Nursing regulations
- Participate in regional and national activities as appropriate

Faculty Responsibilities/Essential Functions:

- Participate in the development of nursing course content
- Assist in the development and evaluation of Divisional policies and procedures, and the activities necessary to implement them
- Utilize competency-based learning principles that focus on student outcomes
- Utilize accurate assessment measures that help students to demonstrate proficiency
- Maintain current knowledge of Nursing theory and practice
- Work with faculty to create a learning centered environment
- Promote and support creativity in the pursuit of new learning opportunities

Model and ensure diversity and cultural competency (respect, inclusiveness, reflecting, valuing and welcoming of cultural differences) in all position responsibilities regardless of

race, religion, ethnicity, gender, social class, sexual orientation, ability, nationality, age, language, origin, or employment status.

OTHER FUNCTIONS:

Actively participate in College, Division, and program teams and in-service activities.

Participate on faculty and college committees, conduct projects assigned by the immediate supervisor, and other responsibilities as outlined in the College operating procedures (<http://www.lanecc.edu/cops/index.htm>).

Establish and maintain good relationships with national, state, public, and local agencies. Promote student work experience opportunities.

Perform other job-related duties as assigned.

MINIMUM QUALIFICATIONS:

Education: Master's Degree in Nursing required. Documentation of formal and informal preparation in teaching required.

Experience: Three (3) years of acute care nursing experience is required. Two years of acute care nursing experience within the last five years is preferred. Two (2) or more years of adult teaching experience in nursing is preferred. Experience in a leadership position is preferred. Bilingual proficiency and/or multicultural experience is preferred.

License: Must hold a current Oregon License to practice as a registered nurse prior to first day of classes.

KNOWLEDGE, SKILLS AND ABILITIES:

- Skill in and demonstrated ability to teach, create, and maintain a classroom and laboratory atmosphere conducive to student learning

Ability to:

- Collaborate effectively with staff and other instructors
- Communicate effectively and respectfully with all students, staff, and community members with diverse backgrounds
- Assist students with disabilities or other special learning needs with course requirements and assist in provision of requested reasonable accommodations for those needs.
- Use computer application communication including word processing, electronic mail, and data base management
- Understand and carry out the college commitment to student success, lifelong learning, and educational opportunities
- Demonstrate and remain current in nursing theory and practice
- Manage multiple tasks including instruction, advising and coordination in a complex environment
- Foster the personal, professional and intellectual growth of students
- Coordinate program specific evaluation and accreditation

SALARY RANGE: \$45,247 - \$60,743 Annual Salary
In addition to salary, an excellent fringe benefit package is provided.
<http://www.lanecc.edu/hr/benefits/index.htm>
All employees are compensated through electronic direct deposit.

APPLICATION DEADLINE: Applications must be **RECEIVED by Friday, January 25, 2008**
Applications **received** after that date **WILL NOT BE CONSIDERED.**

HOW TO APPLY: **To be considered a candidate for this position, all of the following must be included in the application package:**
1. A completed Lane Community College application form. Application forms can be downloaded from <http://www.lanecc.edu/perssvcs/empapp.htm> or requested from Human Resources. Search committees are not required to consider incomplete applications. To ensure full consideration, do not leave any section of this form blank. The resume cannot take the place of this application form or any section thereof.

2. A resume of all relevant educational and professional experience and activities.
3. Unofficial transcripts (official transcripts will be required of those candidates granted interviews).
4. Contact information for three (3) professional references. Please include names, phone numbers, email addresses, and professional affiliation.
5. Written response to the following: Describe a situation and the outcome in which you incorporated your problem solving and conflict resolution skills In order to arrive at a group decision. Please include specific information about the steps of the process.

Application packages should be returned to: Human Resources, Administration Building, Lane Community College, 4000 E 30th Ave., Eugene, OR 97405. Telephone 463-5211.

**SELECTION
PROCEDURE:**

1. After the closing date, a committee appointed by the Division Chair will screen all applications.
2. Applicants selected for an interview will be invited to campus. Up to \$500 in travel expenses will be reimbursed by Lane Community College.
3. **If you would like to know the status of a position, please call: (541) 463- 5211, or check Human Resources website accessed through www.lanecc.edu/perssvcs/jobopen.htm.**

Call (541) 463-5211 for recorded job information (24 hours/day).
TDD available at (541) 463-9999; FAX available at (541) 463-3970

Lane Community College is an Affirmative Action/Equal Opportunity institution.