



POTEAU • SALLISAW • ONLINE

POSITION:

Director of Nursing Education

GENERAL DESCRIPTION:

Carl Albert State College has an opening for a **Director of Nursing Education**. This is a **full-time** position (12-month contract) at the Poteau campus. Position will begin on June 1, 2023.

RESPONSIBILITIES: The administrator of the nursing education program, with institutional input, shall have the responsibility for:

1. Administration of the nursing program, including application and admission to the program;
2. Preparation and administration of the budget for the nursing program;
3. Faculty development and performance review, including appointment, promotion, & retention;
4. Teaching a 3-credit hour or equivalent load each fall and spring semester;
5. Notification to the OK Board of Nursing of faculty appointments, changes in the program or its administration, and reports as directed by the Board;
6. Developing and maintaining records and reports needed for programmatic accreditation.
7. Coordinating and preparing clinical schedules & semester schedules of nursing courses;
8. Developing and maintaining contracts with clinical agencies;
9. Required travel between Poteau and Sallisaw campuses and clinical sites;
10. Various other duties as required by the college and the Nursing Board.

QUALIFICATIONS: Currently licensed in Ok. and Ar. with the following qualifications:

- A minimum of graduate degree in Nursing; preferably an earned Doctorate from a regionally accredited institution.
- Minimum of two years full-time equivalent practice in a clinical setting as a Registered Nurse prior to, but within Five years of the date of first employment as a Nursing Faculty member.
- Minimum of three years teaching experience as a full-time nursing faculty member in a nursing education program leading to registered nurse licensure.

APPLICATION DEADLINE:

May 1, 2023

SALARY:

\$ 70,000 – 75,000 annually with a full Benefit Package. Benefit package includes employer paid Medical, Dental, Long-term Disability, Oklahoma Teachers Retirement, Life and Paid Leave.

APPLICATION PROCEDURE:

To be considered for this position, please submit an CASC online application (available at: <http://www.carlalbert.edu/discover-us/human-resources/>), letter of application, resume', three Letters of Reference copies of transcripts as well as copies of a Valid RN License for OK and AR. Additional documents or inquiries may be sent to the following email: employment@carlalbert.edu or fax to: 918-647-1359.

CASC is an affirmative action equal opportunity employer. All interested, qualified individuals are encouraged to apply.

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