

UAEACC

Associate Degree Nursing Job Description Director of Registered Nursing

Minimum Qualifications:

- Master's of Science – Nursing Degree.
- Holds a current and unencumbered license in Arkansas.
- Previous experience in clinical nursing practice, education, and administration.
- Ability to pass drug screen and criminal background check.
- Experience using Microsoft software (Office, Excel, PowerPoint, etc.).

Position Responsibilities:

- Coordinate and lead the Registered Nursing Program to meet goals of the College and the Allied Health Division.
- Review, revise, and maintain the educational standards set forth by the Arkansas State Board of Nursing (ASBN).
- Submit necessary records and reports to UAEACC Administration, ASBN, and any other government or accreditation entity.
- Coordinate the Registered Nursing Program with parallel programs in senior institutions where applicable.
- Participate on various UAEACC committees as assigned.
- Prepare or review tentative nursing class schedules each semester.
- Supervise and evaluate Registered Nursing Program faculty.
- Hold and lead scheduled Registered Nursing faculty meetings.
- Supervise and lead Registered Nursing curriculum planning and revision.
- Review, recommend, and approve program textbooks.
- Complete and submit proposed Registered Nursing budget.
- Perform requisitions for equipment needed by program and faculty.
- Ensure that part-time extra help (clinical instructors) time sheets are completed and submitted prior to or on the due date.
- Ensure faculty travel forms are completed correctly and submitted in a timely manner.
- Interview, select, and recommend new nursing faculty to the Dean of Allied Health.
- Ensure new faculty orientation is completed for all new nursing faculty.
- Act as didactic and practicum instructor as needed.

- Follow and enforce College and Allied Health policies and procedures.
- Report directly to the Dean of Allied Health.
- Perform other duties as assigned within scope of practice, institutional needs, and regulation of state entities.

Work Schedule:

- 12-months (July 1 – June 30th)
- 8A – 4:30P; Monday – Friday (Fridays may be allocated for field credential maintenance.)

Salary:

Commensurate with education and experience.

What We Offer:

A generous benefits package with 100% health insurance paid for employee. Family coverage, dental, and vision insurance offered for an additional premium. Paid life insurance and long-term disability insurance, tuition waivers for employees and their families, a healthcare spending account, catastrophic leave bank, and paid maternity or parental leave. UA-EACC offers a choice of 2 retirement plans: Fidelity and TIAA (employee contribution 5%; UA-EACC contribution 10%). Eight hours sick leave per month.

Please submit an UA-EACC application, resume, and CV with three work references, and transcript(s) via the following website: <https://www.eacc.edu/employment> or remit to: UA-EACC Personnel Office, 1700 Newcastle Road, Forrest City, AR 72335. A background check will be conducted prior to employment.

For more information about UA-EACC, visit our website at www.eacc.edu. Review of applications will begin immediately and continue until the positions are filled. A background check will be conducted.

