

TITLE: Nursing Program Director
DIVISION: Health Sciences Division
REPORTS TO: Vice President for Academic and Student Affairs
CLASSIFICATION: Faculty
SALARY: \$68,000 - \$70,000, based on education and experience

POSITION SUMMARY

The Nursing Program Director is a full-time leadership position within the Health Sciences Division. The Nursing Program Director manages and leads all aspects of the SSC Nursing Program under the direct supervision of the Vice President for Academic and Student Affairs. The Nursing Program Director coordinates curriculum development, implementation, evaluation and revision in cooperation with the nursing faculty. The goals of these activities are to graduate students who successfully complete the NCLEX-RN and practice professional nursing effectively in an ever-changing health care environment.

The position is responsible for all matters pertaining to the maintenance of program accreditation through the Accreditation Commission for Education in Nursing (ACEN) and program approval through the Oklahoma Board of Nursing (OBN). The position requires an innovative nursing educator who is committed to student success as shown through student engagement and completion. The employee will possess a minimum of a Master's degree in Nursing (preferably in Nursing Education), an active unencumbered registered nurse license, and three years of recent patient care experience prior to being hired. The position typically requires at least a 35-hour work week. In addition to these responsibilities, the director will be expected to perform related duties such as serving on campus committees, serving as a degree program mentor for the nursing program, and recruiting and mentoring faculty members. Assignments may include day, night, and possibly weekend assignments in classrooms, on/off-site, and/or using online delivery systems. The Nursing Program Director must clear a drug screen and criminal background check upon hire.

SEMINOLE STATE COLLEGE MISSION AND VALUES

- All employees will represent Seminole State College in the most positive manner with prospective, former and current students, clients, suppliers, and the community we serve.
- Interact effectively with faculty, staff, students, and other customers of our services, while learning and applying the operating practices of Seminole State College.
- All employees will uphold the Mission Statement: Seminole State College empowers people for academic success, personal development, and lifelong learning.
- All employees will perform job duties utilizing SSC's core values: Compassion, Opportunity, Respect, and Excellence.

PRINCIPAL DUTIES AND RESPONSIBILITIES

- Handle confidential information with tact and discretion. Comply with all current HIPAA and FERPA regulations.
- Administer all aspects of the SSC Nursing Program.
- Develop and maintain program curriculum in accordance with best practices in nursing education, ACEN accreditation standards, requirements for OBN approval, and budgetary constraints.
- Supervise and lead the Nursing Program Admission Committee and the nursing program admission process.
- Communicate appropriate student advisement practices with the nursing program advisor and the Director of Enrollment Management.
- Supervise and evaluate nursing faculty and staff.
- Maintain program accreditation through the Accreditation Commission for Education in Nursing (ACEN) and program approval through the Oklahoma Board of Nursing (OBN).
- Recruit adjunct and full-time nursing faculty.
- Assists in the development of the nursing student handbook, nursing website and nursing faculty handbook.
- Coordinates the student rotations and activities of nursing classes, laboratories and clinical experiences.
- Certify graduates from Oklahoma and other states 'Board of Nursing graduates who qualify for the NCLEX-RN examination.
- Utilizes current technology and teaching / learning theories to present content based on the Oklahoma Nurse Practice Act, NCLEX-RN test plan, Standards of Nursing Practice and Competencies of associate degree Nurses.
- Engage students in assigned courses while displaying professionalism, subject matter expertise, and teaching skills.
- Provide timely opportunities for student consultation through office hours and the campus computer network.
- Utilize the SSC learning management system for communication with faculty and students.
- Facilitate curriculum design through textbook selection, research of other instructional material for classroom instruction enhancement, assist with curriculum development, implementation, and revision.
- Serve as a degree program mentor for the nursing degree program to prospective and current students.
- Represent the college and the division through participation in division, campus, community, and professional activities.
- Schedule and attend division and program meetings as assigned.
- Collect and analyze data for continuous quality improvement, reporting purposes, etc.
- Share required reports to administration, through the VPASA for transparency and feedback.
- Submit required forms and reports in accordance with divisional and college standards.
- Participate regularly in professional development activities including, but not limited to, Fall In-Service, conferences, etc.
- Assist in applying for and implementing grants pertaining to nursing/health sciences as they arise.

- Organize and host at least one advisory board committee meeting a year.
- May teach up to two classes as appropriate.
- Perform other duties as assigned.

OTHER DUTIES AND RESPONSIBILITIES

- Ensure that Program employees are cognizant of important issues including, but not limited to, campus security and safety.
- Understand the range of coverage in accommodating employees and students under the American with Disabilities Act.
- Conduct annual evaluations and hold employees accountable for addressing concerns that surface during the evaluation process.
- Work with Human Resources in filling vacancies within the program and ensure that interviews are conducted professionally.
- Establish a long-term vision for the program and work to develop ways to implement new procedures and programs.
- Perform supervisory responsibilities as needed.
- Coordinate appropriate course offerings – including times and formats for specific classes and placement on Course Equivalency Plan (CEP).
- Promptly submit class scheduling information, degree plans, and course descriptions for publication and promotion (class schedules, catalog, program reviews, website listings, etc.) through the Dean of Instruction's office.
- Responsible for identifying and employing qualified adjunct instructors for courses offered within the program.
- Plan and submit program budget requests on an annual basis; monitor and supervise expenditures to ensure budgetary compliance.
- Facilitate resolution of issues that arise within the program.
- Oversee textbook selection for the program.
- Prepare for internal and external program reviews.
- Prepare for accreditation visits and assessment reviews by accrediting and approving agencies.
- Ensure compliance within the Program of all SSC policies and procedures.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED:

- A minimum of a Master's Degree in Nursing, Nursing Education, or a related field.
- Computer literacy in Microsoft Office, Excel, PowerPoint, etc.
- Effective interpersonal skills: professional oral and written communication skills. Proof reading and preparing error free final copies of documents and reports, as well as copying, routing, and filing of materials when appropriate.
- Motivated and self-directed behaviors requiring minimal supervision.
- Meet all established deadlines.
- Hold an active unencumbered registered nurse license and three years of recent patient care experience at the time of hire.
- Program Director is expected to belong to professional organizations and is encouraged to attend and present at professional conferences within the discipline.
- Program Director must have a working home phone or cell number with voice mail or email in the event division chair, other administrators, colleagues, and students need to contact the program director beyond the scheduled work hours for emergencies.
- Program Director must have the ability to teach, remediate, and perform all nursing skills and procedures that are required by the nursing student body. This includes a requirement for an annual dosage calculation competency test to be passed at 90% or better.
- Program Director must meet all clinical/hospital requirements and protocols.

Application review will begin immediately. Salary is \$68,000 - \$70,000, based on education and experience. Benefits provided by the college include Oklahoma Teachers' Retirement, group health and dental insurance, long term disability, and life insurance equivalent to two times the annual contract salary. A tax-sheltered annuity wherein the college contributes 3.5% of any employee's annual salary is available after one year of employment. Employment is subject to successful completion of a background check. *The filling of this position is contingent on the budget.*

To apply, please send letter of application, resume, copies of all academic transcripts, and three professional letters of recommendation to:

Seminole State College
ATTN: Human Resources
P.O. Box 351
Seminole, OK 74818

and/or

hr@sscok.edu

SSC participates in E-verify.
Posted December 8, 2025