

TITLE: Assistant Professor of Nursing, Tenure-Track
DEPARTMENT/DIVISION: Health Sciences Division
REPORTS TO: Nursing Program Director
CLASSIFICATION: Full-Time, Tenure-Track Faculty
SALARY: Up to \$55,000, based on education and experience

POSITION SUMMARY

The Assistant Professor of Nursing is a full-time, tenure-track position within the Health Science Division. The position requires an innovative nursing educator who is committed to student success as shown through student engagement and completion. Within three calendar years of initial appointment, the employee must possess a minimum of a master's degree in Nursing, preferably Nursing Education. The employee will possess a minimum of a bachelor's degree in nursing, an active unencumbered registered nurse license, and two years of recent patient care experience. The employee will be expected to teach lecture, lab and clinical-based courses following the course syllabus, the mission of the college, and college policies and procedures while also maintaining attendance records, grading student work, and submitting student grades in a timely manner. The position typically requires at least a 35-hour work week which includes a course load of 15 hours per semester and a minimum of 10 office hours a week. In addition to these responsibilities, the instructor will be expected to perform related duties such as serving on campus committees, supervising student clinical rotations at hospitals, serving as an ambassador for the nursing degree program, and in time, mentoring other faculty members. Assignments may include day, night, and possibly weekend assignments in classrooms, on/off-site, using Zoom or online delivery systems. The position reports to the Nursing Program Director. Nursing faculty must clear a drug screen, submit to a criminal background check, present current immunizations, and CPR certification 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. Interacts effectively with a diverse group of faculty, staff, students, and other customers of our services, learns and uses operating practice 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.
- 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 each course including, but not limited to, the posting of syllabi, grades, attendance, and communication with students.
- Participate in choosing curriculum through textbook selection and research of other instructional material for classroom instruction enhancement, and 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.
- Serve as a student advisor and degree program mentor as assigned.
- Participate in the faculty peer mentoring process.
- Attend division and program meetings.
- Learn and adhere to Seminole State College policies and procedures. Submit required forms and reports, i.e. clinical feedback, leave, course embedded assessment, and grades in accordance with divisional and college standards.
- Participate regularly in professional development activities including, but not limited to, Fall and Spring In-Services.
- Attend and participate in Faculty Senate as teaching schedule allows.
- Perform other duties as assigned.

OTHER DUTIES AND RESPONSIBILITIES

- Provide supervisor current contact information (email and cell and/or home telephone).
- Regularly check and respond to all email and voicemail in a timely manner.
- Assist in student recruitment.
- Communicate with division chair or secretary prior to or at the earliest possible opportunity regarding classroom plans for an absence.
- Actively participate in community activities, organizations, or services within the five-county service area.
- Participate in the tenure application process.
- Maintain safe lab environment following all current OSHA standards.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED:

- Within three years of initial appointment, employee must have at least a master's degree in the field to be taught.
- Employee must have an active unencumbered registered nurse license and two years of recent patient care experience.
- Faculty should be knowledgeable in the use of Microsoft Office (proficient with PowerPoint and Word) and have a working knowledge of instructional technology including the current learning management system.

- Faculty are expected to belong to professional organizations and are encouraged to attend and present at professional conferences within the discipline.
- Faculty must have a working home phone or cell number with voicemail or email in the event the division chair, other administrators, colleagues, or students need to contact the faculty member beyond the scheduled work hours for emergencies.
- Faculty 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.
- Faculty must meet all clinical/hospital requirements and protocols.

Application review will begin immediately. Salary is commensurate with 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 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 contingent upon successful completion of a background check and urine drug screen. *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

E-Mail: hr@sscok.edu

*SSC is an AA/EEO employer committed to multicultural diversity.
SSC participates in E-verify.*

Posted November 15, 2023