
Southeastern Community College

EMPLOYMENT OPPORTUNITY

Director of Nursing & Health Technologies (Full Time)

Founded in 1964, Southeastern Community College (SCC) is a public, two-year comprehensive community college. With its "open-door" policy, SCC strives to meet the needs of students with varying backgrounds, resources, interests, abilities, and career goals. More than 30 occupational and liberal arts curriculum programs are offered by the college, which serves an annual full-time equivalent enrollment of approximately 2,000 students in curriculum and continuing education programs. SCC emphasizes quality in designing and delivering instructional, support, and community services. The college commits itself to providing students with opportunities to reach their potential.

SCC is undergoing major changes as it prepares for the future. It has adopted a new vision: To be recognized as the premier rural community college in North Carolina; and a new mission statement: To continuously promote educational attainment, economic development, and cultural enrichment in Columbus County and surrounding areas. To achieve its mission and move towards its vision, SCC is focused on its performance in student success, workforce development, enrollment, employee performance, facilities, resource acquisition & use and community services.

The SCC college campus is located on Hwy. 74-76 between Whiteville and Chadbourne in southeastern North Carolina. SCC is an hour's drive from historic Wilmington and South Carolina's Grand Strand beaches. Serving Columbus County and surrounding areas, the college enjoys exceptional local financial and moral support from a community which expresses great pride in the institution.

Essential Functions and Responsibilities:

The Director of Nursing and Allied Health Technologies is responsible to the Vice President of Academic Affairs, and is charged with the responsibility and accountable for providing leadership and direction for the following programs: associate degree in nursing, medical laboratory technology, practical nursing, phlebotomy and nurse aide.

1. Meets requirements and performs all duties as outlined in 21 NCAC 36.0317 – 36.0322
2. Assists the faculty in planning, implementing, and evaluating a working schedule for classes, laboratory, and clinical periods.
 - Works cooperatively with participating agencies to assist all programs in planning for rotation of students through various agencies to meet the clinical requirements.
 - Assists the course coordinator and administrative specialist to initiate and maintain written agreements between the college and the participating agencies.
 - Represents the college in developing relationships with community agencies, businesses, local industry and non-profit organizations.
3. Guides faculty in the assessment, implementation, evaluation, and revision of Academic Affairs as indicated by program/community need, faculty committee action, trends in health care and healthcare education, and recommendations made by the North Carolina Board of Nursing and other accrediting agencies.
 - Assists the faculty in developing, implementing and maintaining an ongoing systematic comprehensive program evaluation / improvement plans.
 - Maintains current graduation plans and syllabi for all courses under his/her direct supervision.
 - Ensures and maintains current standards as required by the North Carolina State Board and other accrediting agencies.
 - Gathers data and prepares reports for state, regional, national, and federal agencies as required.
4. Actively participates in program development.
 - Works with the Vice President of Academic Affairs and general administration of the college to suggest, review, and assist with proposals for any new or modified programs in the Nursing and Allied Health Technologies Division.
 - Reviews and updates college catalog and other program information annually.
 - Reviews and submits proposed schedule of fees.

- Monitors programs for compliance as mandated by governing agencies and approval/accrediting agencies.
5. Assists the Vice President of Academic Affairs and faculty in the execution of programs.
 - Conducts annual performance evaluation for nursing and other allied health programs as directed by the Vice President of Academic Affairs.
 - Assists the Vice President of Academic Affairs in managing the department budget by reviewing and monitoring expenditures and submitting proposed annual budgets.
 - Serves as a link in the Student Academic Appeals process for Nursing and Allied Health.
 6. Supports the department accomplishing the following:
 - Conducts special projects as requested by the Vice President of Academic Affairs.
 - Provides administrative support for grant programs and proposals for new grants.
 - Serves on College committees as assigned.
 - Attends meetings, conferences, and workshops relevant to instruction, curriculum, and the mission and goals of Health Science programs.
 - Maintains general control (by assisting faculty) over the nursing application and admission process.
 - Provides academic advising and reviews individual graduation plans for pre-nursing and nursing students as assigned.
 - Serves as a source for academic counseling as needed.
 - Facilitates student learning in areas of expertise as available or assigned.
 - Performs other related duties incidental to the duties described herein as assigned.

Minimum Requirements for the Position:

1. A master's degree in Nursing.
2. Maintain a current, unrestricted license to practice nursing in the State of North Carolina.
3. Previous teaching experience required.
4. Desire to advise students as they set academic and career goals and proceed through their plan of study.
5. Commitment to the community college "open door" philosophy and the comprehensive community college concept.
6. Knowledge of leadership, management, and administrative principles and practices.
7. Ability to develop and maintain effective working relationships with community organizations, businesses, college staff, and the general public.
8. Ability to gain cooperation through discussion and consensus-building processes.
9. Ability to effectively direct the provision of academic instruction for the College.

Preferred Requirements:

1. Experience teaching at the community college level.
2. Knowledge of community college organizational structures, including the integration of academic, continuing education, and student services programs.
3. Demonstrated ability to facilitate learning and success for students from diverse backgrounds including culture, ethnicity, age, gender, and ability.
4. Experience in program planning, assessment, and improvement.
5. Experience in distance education/online instruction.

Excellent references from previous employers must be furnished upon request.

The preferred start date is July 1, 2018.

A completed Southeastern Community College application (located on the SCC website), a resume, letter of interest addressing the requirements and educational transcripts (unofficial copies of transcripts will be sufficient for the screening process, but official copies must be submitted prior to employment) must be submitted to the college Human Resources Office in order for applicants to be considered for this position. First review of applications will begin on or near May 30, 2018. Applications received after this date may not be considered.

Applicants should send all documents and inquiries to the Human Resources Office, Southeastern Community College, P.O. Box 151, Whiteville, NC 28472. Telephone (910) 642-7141, extension 310. www.sccnc.edu