



ASN Nursing Program Administrator
Full Time
Walker County Campus

Job Summary:

Georgia Northwestern Technical College is seeking qualified applicants for the position of ASN Nursing Program Administrator to be located on the Walker County Campus and may be required to travel to other campuses to meet operational requirements. This position will report to the Dean of Nursing and Health Technologies. The ASN Nursing Program Administrator is responsible for the development and administration of the Associate Degree in Nursing program. This position supervises 4-6 faculty and staff within the Associate of Nursing department.

Duties/Responsibilities:

- Supervises nursing personnel, programs and services
- Ensures the consistent exercise, review and revision of academic policies, procedures, rules and regulations
- Promotes the nursing programs to public and private organizations
- Works with Human Resources personnel to coordinate new faculty and staff hires and verifies appropriate faculty qualifications
- Oversees nursing programmatic accreditation attainment and continuance activities
- Recommends curriculum changes, program additions and program terminations for the nursing programs to the supervisor
- Manages scheduling of all nursing courses and collaborates with academic deans to ensure timely scheduling to meet current and incoming students' needs;
- Reviews course evaluations by students;
- Reviews professional development plans of nursing faculty and staff;
- Reviews and approves all requests for supplies and materials, including all curriculum materials for the nursing programs
- Oversees enrollment and registration processes
- Resolves student complaints and issues
- Manages and oversees financial/budget operation of the nursing programs
- Monitors the activities of nursing personnel to ensure compliance with TCSG policy manual, GNTC policies, and department procedures
- Develops and/or assists with the development of policies and procedures and recommends changes to effectively meet the goals and requirements of the nursing program
- Evaluates employees at scheduled intervals upon reviewing of all relevant information
- Conducts regular evaluation of services provided and make adjustments as needed

- Maintains up-to-date policies, procedures, and state or federal laws that may impact department initiative
- Performs other duties as assigned

Competencies:

- Knowledge of the mission of postsecondary vocational/technical education
- Knowledge of program assessment and strategic planning strategies
- Knowledge of budget development and management principles
- Knowledge of state and local academic program curricula
- Knowledge of academic course standards
- Skill in the delegation of responsibility and authority
- Skill in interpersonal relations
- Decision making and problem-solving skills
- Skill in the operation of computers and job related software programs
- Oral and written communication skills

Minimum Qualifications:

Master's degree in Nursing *and* at least three (3) years of related work experience. Current Georgia Licensure in Georgia and Tennessee. Currently in good standing as a registered professional nurse.

Preferred Qualifications:

Experience with managing nursing programs. Teaching experience in higher education nursing program. Minimum of three (3) years of progressively responsible academic leadership/management experience in higher education. Working knowledge of and experience with teaching in Blackboard.

Physical Demands:

Work is typically performed in a classroom or office environment with intermittent sitting, standing, or walking in various settings. The employee occasionally lifts or moves objects to a light to medium weight. Full range of hand and finger motion may be utilized for data entry purposes.

If the job involves driving, physical requirements include the ability to operate a vehicle and sit for extended periods.

Salary: \$83,000

Benefits:

If this is a part-time position, no benefits are available. If this is a full-time position, benefits include: 13 paid State holidays, annual and sick leave, a State of Georgia benefits package that includes Health, Dental, Vision, Life, etc. A choice of two retirement systems: Teachers Retirement System of Georgia or the Employee's Retirement System of Georgia based upon position and 401K options.

Application Deadline: Open until filled.

Application Process:

All application packets **MUST** be completed via the GNTC Online Job Center at www.gntc.edu/about/employment/. We do not accept resumes, transcripts, etc. in any other format except through the Online Job Center. As a part of the application process, interested candidates will also be required to upload documents such as a resume, work references, contact information, education credentials such as licenses, certifications, and transcripts, if applicable and those applicable will be verified prior to beginning employment. Pursuant to college policy, a thorough background investigation, including a criminal history records check, shall be conducted on all candidates prior to employment. Some positions may require a motor vehicle record search, credit history and drug screen. **No phone calls or emails please.**

A Unit of the Technical College System of Georgia

Equal Opportunity Employer

A unit of the Technical College System of Georgia, as set forth in its student catalog, GNTC complies with applicable Federal civil rights laws and does not discriminate on the basis of race, color, creed or religion, national or ethnic origin, sex (including pregnancy, sexual orientation and gender identity), disability, age, political affiliation or belief, genetic information, veteran or military status, marital status or citizenship status (except in those special circumstances permitted or mandated by law). Title IX and Equity Coordinator: Elizabeth Barksdale, Floyd County Campus, Building I 103, 706-295-6592, ebarksdale@gntc.edu.