Assistant Program Director - ASN  
Lacombe Campus

Job Announcement

Northshore Technical Community College is accepting applications for a full-time, exempt, unclassified position domiciled through the Lacombe Campus.

Applications will be accepted until position is filled, with preference being given to those received on or before June 22, 2024.

All applicants are subject to a background check, in accordance with NTCC Policy HR-020, a criminal history check will be conducted on all new hires. NTCC participates in the federal E-Verify system for identification and employment eligibility purposes.

To apply please submit: (1) a letter of application, (2) a resume and (3) official transcript to (for transcript to be considered official, it must be sent directly from the school/college/university to Human Resources) :

Attention: Hiring Manager  
Northshore Technical Community College  
65556 Centerpoint Boulevard  
Lacombe, LA 70445  
Telephone number: 985-545-1262  
Email: resumes@northshorecollege.edu

__________________________________________

SUMMARY:

To assist in leading, overseeing, and participating in all work related to the ASN program. Responsible for assisting Program director in overseeing coordination of classroom and clinical/laboratory instructional services; and to perform a variety of administrative tasks relative to the ASN program. Responsible for assisting Program Director with observation and evaluation of all instructors teaching in the ASN program, compliance with regulatory requirements and all program accreditation activities. The Assistant Program Director will be the Program Coordinator for the PN-to-RN Bridge program and will be the primary contact for the Program Accreditation activities with ACEN.

QUALIFICATIONS:

Minimum:

Master’s Degree in Nursing. Minimum of 3 years experience teaching in a registered nursing program and 3 years experience in clinical practice.

Preferred: Management, leadership or program direction experience preferred. Bridge Program experience preferred.

RESPONSIBILITIES:

- Assists the ASN Director by acting as chief advocate for the program and presents a positive image of the program and the College to both internal and external customers.
- Meets regularly with the ASN Program Director to communicate all activities within area of responsibility.
- Assists the ASN Director by serving as leader of self-directed work teams consisting of faculty members in program to accomplish the following:
  - Recruitment
    - Leads the recruitment efforts for the program and coordinates with the AP, HSN, ASN Director and HR
    - Assures that promotional literature is current, accurate and available
  - Advising
    - Assures that all full-time faculty members are assisting with student advising and provides current, accurate information
  - Curriculum and Instruction
    - Coordinates faculty review and selection of textbooks
    - Updates, researches, and submits textbook requests
    - Reviews and edits catalog copy
    - Recommends the purchase of library acquisitions
    - Assists the Dean in completing paperwork to submit to the Curriculum Committee, the Vice Chancellor of Academic Affairs, and other committees or agencies
    - Assists with maintaining a current roster of program faculty and ensures credential files are complete and up-to-date
    - Maintains a list of qualified adjunct faculty and substitutes
    - Assists with the recruiting, orientation, mentoring and evaluation of faculty
    - Makes recommendations to the ASN Program Director and the Health Sciences Dean for curriculum changes, including new programs and/or certificates.
    - Conducts curriculum and program evaluations on a continual basis using continuous process improvement techniques.
    - Makes recommendations to the ASN Program Director regarding the goals, objectives, priorities, and strategies used within the program.
    - Assists with Leading all activities related to programmatic accreditation (i.e., LSBN, ACEN, etc.)
    - Assists the ASN Program Director in activities associated with institutional accreditation (SACS, COE).
    - Assists with leading in the development of both a long-range and a short-range strategic plan for the program.
  - Scheduling
    - Identifies all classes to be included in the schedule
  - Assists with providing recommendations to the Health Sciences Dean relative to faculty loads and course schedule Budget/Equipment
    - Specifies equipment and supplies to be ordered within an established budget and in compliance with State and College regulations
    - Monitors equipment and maintains an inventory of equipment
    - Cleans, adjusts, and repairs equipment as needed
    - Ensures a neat, well-organized, and safe office, classroom, and laboratory environment
    - Assists the AP, HS&N with the budgeting process.
  - Instructional/Teaching Performance
    - Utilize innovative, effective, and equitable teaching techniques.
    - Follow course syllabi and outlines.
    - Receives favorable evaluations of instruction.
    - Meet deadlines related to this function.
  - Coordination and Administration of PN-to-RN Bridge Program
- Develops and maintains admission standards, curriculum and Student Learning Outcomes for PN-to-RN bridge program
  - Advisory Committee
    - Maintains the membership of an active and engaged program advisory committee
    - Plans, chairs, and ensures the documentation of advisory committee meetings twice each year
    - Coordinates with the ASN Program Director in developing the meeting agenda
    - Communicates advisory committee recommendations to the AP, HS&N for implementation

- Other duties assigned.

**Essential Knowledge, Skills, Abilities and Competencies:**
- Effectively evaluate situations and make decisions.
- Establish and maintain effective professional relationships with a diverse group of individuals, both internally and externally.
- Ability to maintain a task orientation and a high attention to detail.
- Proficiency in the use of standard office equipment and networked personal computers.
- Proficiency in or ability to become proficient in a variety of software, including but not limited to Microsoft Office.
- Oral and written communication skills.
- Ability to perform basic mathematical computations needed to complete job tasks.
- Skilled at planning, organizing, and prioritizing job duties to meet deadlines.
- Maintaining interpersonal professional working relationship at all levels – students, peers, and Executives.

**Essential Physical Requirements, Equipment and Work Environment:**
- Frequent (50% or more) sitting, standing and walking.
- Lift and move items weighing up to twenty (20) pounds.
- Reach, stoop, kneel, and crouch as required for filing and storage of office supplies and other work-related equipment.
- Personal computer and related equipment.
- Office equipment such as copier and telephone.
- Office environment.
- Read and interpret documents and data which may be in very small print.
- Work different daily shifts Monday through Friday with occasional weekends and overtime as required.
- Travel as required as well as work at different campuses or locations as required.