



Director of Nursing

Location: Donnelly College, Kansas City, Kansas

Full/Part Time: Full-Time

Exempt/Non-Exempt: Exempt

Position Reports to: Vice President of Academic and Student Affairs/Dean of the College

ABOUT DONNELLY COLLEGE

Donnelly College, located in the heart of Kansas City, Kansas, is an independent, coeducational, Catholic institution founded by the Benedictine Sisters of Mount St. Scholastica and sponsored by the Archdiocese of Kansas City in Kansas. The college was established in 1949 to meet the needs of urban immigrants and the working class. Today, Donnelly continues that tradition by providing access and affordable education within a culture that promotes student success and by serving as the region's only federally designated Minority Serving Institution and Hispanic Serving Institution. Our community is proud of the rich racial and ethnic diversity of our students, staff and faculty and how that diversity supports our learning environment. Through a strong general education curriculum integrated with career-oriented majors, Donnelly College offers programs leading to bachelor and associate degrees and certificates. Donnelly College also operates a fully accredited campus at the Lansing Correctional Facility that offers an Associate of Arts degree. To find out more, please visit www.donnelly.edu.

JOB SUMMARY

The Director of Nursing is a 12-month salaried position. The Director will oversee curriculum, admission and programmatic change as required by Donnelly College, Kansas State Board of Nursing, or the Vice President of Academic and Student Affairs/Dean of the College for all Nursing Programs. The Director will also recruit, mentor, support and retain quality faculty. The Nursing Program is scheduled during various days and weekends throughout the semester. Must be able to pass a background check and complete Virtus training.

RESPONSIBILITIES

- Stay current in subject matter through professional development related to nursing curriculum and nursing standards
- Serve on appropriate college and/or nursing program committees.
- Maintain regular office hours.
- Act as a role model for the college and for the nursing profession as well uphold the policies of the nursing program and the College.
- Possess excellent oral and written communication skills.
- Oversight and coordination of clinical and curriculum schedules each semester.
- Assist with grant writing/reporting.
- Substitute teach in classroom, lab or clinical areas in the event that there is an instructor need or faculty absence
- Compile and measure assessment data for continuous improvement
- Complete the Nursing Program Review.
- Oversight of class syllabi and learning management system for each class.
- Prioritizing workload.
- Demonstrate strong organizational skills and efficient time management.
- Adhere and assure that FERPA guidelines and HIPAA guidelines are maintained.
- Other duties as assigned by the Vice President of Academic and Student Affairs/Dean of the College.

Qualifications:

- Current unrestricted Kansas Nursing License required.
- MSN required, PhD preferred.
- Adult teaching experience required.
- Excellent leadership and communication skills.
- Experience with instructing technology-based courses; alternative teaching strategies preferred.
- Experience with diverse population of students preferred.
- Demonstrate a thorough and accurate knowledge of use of electronic communication and audiovisual equipment.
- Experience in nursing program success through:
 - Understanding and demonstrating ability to write nursing course curriculum
 - Understanding and demonstrating program accreditation knowledge
 - Demonstrating an interest and commitment to learning for life for students, staff, faculty and self.
- Effectively work with a variety of constituents (i.e., faculty, students, staff, and senior leadership).
- Physically able to stand, walk, and lift as job requires.
- Philosophically aligned with the mission and values of the College to engage and support our Catholic identity; practicing Roman Catholic preferred.

How to Apply

Please e-mail your cover letter, resume, and transcripts to hr@donnelly.edu with **Director of Nursing** in the subject line.

Donnelly College is an Equal Opportunity Employer. It is our policy to make all personnel decisions without discriminating on the basis of a person's sex, race, color, creed, religion, age, national origin, ancestry or disability.