



## SOUTHWEST TEXAS JUNIOR COLLEGE

### Human Resources

2401 Garner Field Road | Uvalde, TX 78801-6221

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## EMPLOYMENT OPPORTUNITY

**Title:** Director of Nursing

**Start Date:** Summer 2024

**Campus:** Uvalde

**Job ID:** 232423710101

**Closing Date:** Until Filled

**Job Duties:** This 12-month position is responsible for the administration of the Associate Degree Nursing and Licensed Vocational Nursing programs at SWTJC. The Director must: Maintain compliance with all programmatic accreditation, including but not limited to Texas Board of Nursing (BON); Supervise the updating of curriculum to include evaluation and revision of course syllabi; Collect, evaluate, and assess programmatic and course outcomes to include in annual reports and assessments; Teach no more than 3 clock hours per week; Interview, supervise and evaluate department faculty and staff; Establish and maintain affiliations with local and service-area health facilities, agencies, hospitals, and universities; Coordinate and conduct department and advisory committee meetings; Develop and manage department budgets; Participate and serve on college and community committees; Follow all policies and procedures as provided in the SWTJC Faculty Handbook; Communicate effectively with students, college personnel, health facility personnel and administration. Travel required to locations served by the college.

**Salary:** Allied Health salary schedule, plus Director Stipend. Commensurate with education and experience.

**Other Benefits:** Benefits package available (Health/Life insurance, retirement plan, sick/personal leave, holidays, waived tuition for eligible employees and dependents).

### QUALIFICATIONS

**Education:** Current license or privilege to practice as a registered nurse in the State of Texas. Master's Degree or Doctoral Degree in Nursing.

**Experience & Training:** Have a minimum of three years' teaching experience in a professional nursing education program. Demonstrated knowledge, skills, and abilities in administration within a professional nursing education program.

**Additional Qualification Requirements:** Must be self-directed, well organized, task-oriented, and flexible, with the ability to work independently and in a group environment. Demonstrate experience having worked effectively with individuals from diverse backgrounds. Must have excellent interpersonal, organizational, and problem-solving skills and the ability to communicate effectively orally, in writing, and in public presentation settings. Must possess required knowledge, skills, abilities, and experience and be able to explain and demonstrate, with or without reasonable accommodation, the essential functions of the job. Candidate must be authorized to work in the U.S. and must provide verifiable credentials; successful completion of background checks specified for the position. Must have a valid Driver's License and be insurable through SWTJC insurers. Travel required to other locations served by the college.

### SUBMIT APPLICATION TO:

Terrie Dube, Human Resources Director, Southwest Texas Junior College, 2401 Garner Field Road, Uvalde, TX 78801. It is the applicant's responsibility to verify the status of a position. **Submit the following required documents:** (1. Letter of intent, (2. SWTJC Application, (3. Resume, (4. Copy of Transcripts (official transcripts are required if hired). All documents become property of SWTJC.

With respect to the employment and promotion of teaching and non-teaching personnel, it is the policy of Southwest Texas Junior College not to discriminate either in favor of or against any persons on the basis of race, color, religion, national origin, sex, age, disability, or veteran status.

**An Affirmative Action/Equal Opportunity Institution**