

*ASSIGNMENT OPPORTUNITY ANNOUNCEMENT*

**Assistant Nursing Program Director (s)  
Position 1**

***40% Assignment***

**Closing Date: February 5, 2024**

**Objectives of Assignment:**

This position will:

- Support internal and external functions of the Department of Nursing.
- Provide added resource support to be compliant with the California Board of Registered Nursing (BRN) accreditation standards outlined in Article 3, Title 16, Chapter 14, California Code of Regulations and Article 4, Chapter 6, Business and Professions Code Sections 1424 (d), (e), (f), (j) based on growth in program size and complexity.
- Be filled by a nursing faculty member who meets the BRN requirements for “Assistant Program Director”, who is interested and willing to support administrative activities required to manage a program that has doubled in size, and who will work in collaboration with a second Assistant Nursing Program Director and the Associate Dean / Nursing Program Director.
- Provide for the coverage required in Section 1424(f) “The program shall have a registered nurse faculty member who is knowledgeable and current regarding the program and the policies and procedures by which it is administered and who can perform the director’s duties in that person’s absence”.

**Description of Assignment:**

These individuals will work in cooperation with the Nursing Program Director to ensure that internal campus activities, and the many external duties, activities, and responsibilities are successfully accomplished to maintain successful outcomes, compliance, and relationships with our regulatory agency (BRN) and accrediting bodies (i.e., ACEN) and many community affiliates. The individuals will work collaboratively and closely with the program director to ensure continued compliance with the 4 overriding BRN benchmarks of persistent student satisfaction, attrition of 25 % or less, persistent licensure pass rates greater than 70%, and persistent employer satisfaction. The individuals will also work with the program director in implementation of new legislative requirements in SB 1309 which went into effect January 1, 2007.

**Tasks and/or Activities Required:**

- Support student activities relative to the program and its cohort groups
- Coordinate campus-based student activities, accounts, and completions
- Serve as the faculty liaison to the leadership groups of the student nurse cohorts (each group has officers and a cabinet) and the local chapter of the California

Nursing Student Association.

- Chair department meetings in the absence of the director.
- Provides support in the hiring, training, and mentoring of newly hired instructors (PT or FT) to their theory and/or clinical assignments.
- Assist with background checks / clearance issues maintaining confidentiality in the process in compliance with BRN regulations
- Coordinate the drug screening of the student nurses.
- Support the director's role in student grievances across the continuum of the pre-nursing, current students, and graduate phases of the program.
- Coordinate nursing student scholarships
- Support and assist with program enrollment management:
  - Coordinate opportunities available to the Foreign Nurse Graduates.
  - Coordinate opportunities available to transfer students.
  - Assist with selections, admissions, and orientations of new students
  - Assist with planning and student progression within the program, both from the program's perspective, and from the perspective of the special needs of students who are "off track".
- Support the required Evaluation Plan (section 1424 (b) (1)) and activities:
  - Coordinate and report results of student class and clinical surveys (beyond the college faculty surveys) in compliance with the Evaluation Plan as set forth by the BRN regulations
  - Coordinate, revise, update the Nursing Student Handbook on an annual basis incorporating all campus, student, faculty, hospital, and administrative changes (section 1424 (b)).
  - Oversee updates and changes to the website to ensure currency
- Assist with the preparation of the California Board of Registered Nursing Annual Report each October and preparation for Accreditation visits.
- Assist with other duties as they arise

**Preferred Qualifications** (The following are required by Section 1425 (b) (2), 1425 (b) 1425 (b) (3), 1425 (b) (4)):

- Registered Nurse Faculty Member
- Minimum 1-year administrative experience
- 2 years teaching experience
- Master's Degree or higher from an accredited college or university which includes course work in nursing, education, or administration.

**Stipend and/or Released Time:** 40 %

**Term of Assignment:** Two years subject to an annual review by the RT/EP Committee and the availability of funding.

**Application Procedure:**

1. Interested faculty members should submit an application (attached) and letter of interest which clearly describes how the candidate is qualified to fulfill the duties of the position as listed on this announcement. The letter of interest must be received in the Human Resources Office by 4:30 p.m. on the closing date for consideration for this position.

2. A selection committee composed of the Vice President of Instruction, Senate President and Guild President will interview the candidates for the position and make a final recommendation to the Vice President, Instructional Services.

*All activities related to this position in no way supplant contractual responsibilities such as office hours, committee assignments and curriculum revision and development.*

2008

**Released Time/Extra Pay  
Assignment Application**



*APPLICATION FORM*

**Assistant Nursing Program Director  
Position 1**

**40% Assignment**

**CLOSING DATE: February 5, 2024**

Attach Additional Sheets, If Necessary

<b>Name:</b>	
<b>Current Position at GCC:</b>	<b>GCC Telephone Extension:</b>
<b>Relevant Experience and Education:</b>	
<b>Other:</b>	
<b>References:</b>	

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

*All activities related to this position in no way supplant contractual responsibilities such as office hours, committee assignments and curriculum revision and development. This position is subject to availability of continued funding.*