



TVCC is a comprehensive community college dedicated to promoting student success.

## RECRUITMENT ANNOUNCEMENT

### Director of Nursing

**PAY** - \$106,000 - \$110,000 (doe)  
**JOB TYPE** - Full-Time (11 months)  
**DEADLINE** - Open until filled

**LOCATION** - Ontario, Oregon  
**DEPARTMENT** - Nursing  
**REPORTS TO** - Dean of CTE and/or  
Vice President of Academic Affairs

**Come work for us!** Working for TVCC comes with many exciting benefits. With 11 annual paid holidays, Friday's off in the summer, Christmas break for all employees, generous vacation and sick leave along with a great selection of medical, dental and vision plans to choose from (for eligible employees and their dependents), retirement benefit (for eligible employees) and much more, choosing to work for TVCC will be a great step in your career. We invite you to apply and experience the benefits of a thriving community college that values each employee's contributions to its success!

**A little about us...** TVCC welcomes you to Ontario - where Oregon begins! TVCC was founded in 1962 and is located on a 90-acre campus near the center of Ontario, Oregon. TVCC currently employs around 150 full-time faculty and staff. TVCC's campuses and centers extend to several locations throughout Oregon and Idaho: Caldwell (Idaho), Burns (Oregon), Snake River Correctional Institution, Warner Creek Correctional Facility, Eastern Oregon Correctional Institute, Powder River Correctional Facility, and Two Rivers Correctional Institution. Ontario is an agriculturally based city of over 11,000 people, with a service area population of over 60,000. Ontario is situated in the Treasure Valley and located about 60 miles west of Boise, Idaho. The Treasure Valley offers many outdoor opportunities for the entire family, including fishing, boating, hunting, camping, skiing and sightseeing.

#### **POSITION SUMMARY**

The Director of Nursing will oversee the planning, organizing, and supervising of the Nursing program.

#### **QUALIFICATIONS**

**MANDATORY:** Master's degree in nursing (MSN), Registered Nurse, and no less than two years of full-time experience as a nurse educator or in an academic nursing education program. Broad knowledge of the budget process. Able to communicate effectively verbally and in writing.

PREFERRED: PhD in nursing and three years as a nurse educator or administrator of a nursing education program with curriculum/program development experience. Multilingual (English and Spanish).

SPECIAL LICENSE: Must have current unencumbered Oregon and Idaho Registered Nurse (RN) licenses with all adult immunizations, titers and be CPR certified or ability to obtain by date of hire.

### **ESSENTIAL FUNCTIONS**

- Oversee the degree nursing program(s), Certified Nursing Assistant (CNA) program, and other Allied Health programs to ensure 1) alignment to the College mission and policies, and 2) relevance to the wider community and region. This includes, but is not limited to the following:
  - Establish and maintain a long-term vision for the department.
  - Provide department leadership through excellent communication, both within the department and between the department and administration. This leadership may include teaching credits each term, so as they do not exceed the term and annual limitations described in the collective bargaining agreement.
  - Create and maintain an environment conducive to teaching and learning.
  - Coordinate program activities and delegate responsibilities to faculty as appropriate.
  - Create, review, and maintain program faculty handbook.
  - Facilitate program faculty meetings.
  - Facilitate a culture of teamwork for nursing education staff
- Direct the development and evaluation of policies and standards for the selection, admission, promotion, and graduation of nursing students.
- Develop and maintain student advising activities.
  - Coordinate department participation in "Advising Day".
  - Provide timely information regarding program requirements and other information needed for pre-nursing students.
  - Coordinate with nursing faculty regarding advising needs of nursing students.
  - Work with nursing faculty to provide necessary documentation for licensure examination.
  - Assist with the preparation and update program student handbook.
  - Manage student concerns related to faculty, department, and program.
- Coordinate hiring, supervision, and evaluation of full-time and part-time faculty.
  - Recruit, review credentials, and recommend part-time and full-time faculty to be hired.
  - Serve on screening committees for faculty recruitment.
  - Facilitate and coordinate faculty activities related to academic policies, contractual requirements for workload, personnel policies, faculty development and evaluation, and planning, assessment, and accreditation.
  - Manage department faculty personnel issues adhering to contract and college policy and expectations.
  - Conduct annual and periodic performance evaluations for faculty in accordance with contract and college policy.
  - Initiate participation in college-wide meetings, in-services, and committees for program enhancement.

Promote teaching excellence, professional development, and service to the college and community, keeping up-to-date nursing standards and college policies.

- Develop and maintain program curriculum to meet state, regional, national, and local health care needs.

Establish articulation agreements with other institutions of higher learning.

Maintain relationships with administrative authorities and other academic and support units for program planning and development.

Coordinate development and review of curriculum with members of department.

Work with members of department to develop a teaching schedule that considers: faculty and student needs, times of day classes are offered, and day/evening/distance opportunities. Develop schedule for courses for the quarter/year in a timely manner. Prepare and update quarterly/annual class schedule.

- Serve as contact person/coordinator for the department with regard to state, professional, and accrediting groups, the community, and other external contacts.

Maintain program in good standing with accrediting agency(ies).

Regularly assess program and course outcomes.

Serve as liaison to the accrediting agencies in relation to the program's continuing compliance with rules and regulations. Complete annual accreditation reporting requirements. Direct the accreditation self-study process for continuing approval. Coordinate accreditation visits.

Represent program at local and state level; collaborate with community partners.

Maintain ongoing, meaningful, and regular connections with advisory committee and the industries served by department programs.

- Prepare budget with input from nursing faculty and administer the budget with approval of the Vice President of Academic Affairs.
- Approve part-time faculty and staff timesheets and leave requests
- Coordinate student outcomes assessment for assigned areas and supervise collection of data and maintenance of outcomes records.
- Coordinate internal and external program review, institutional effectiveness and processes.
- Assist in program development, evaluation, vitalization, promotion, supervision and review.
- Oversee accreditation requirements for all Nursing related programs. Assist in the preparation of materials regarding instruction for the college catalog and other publications. Assist with identification and prioritization of equipment needs and purchases for assigned program areas.
- Support the development of allied health programs on an as-needed basis
- Support the accreditation process for allied health programs on an as-needed basis

### **TERMS OF EMPLOYMENT**

This is a full-time (11 months, no work in August), Professional, exempt position.

### **VETERANS PREFERENCE**

Applicants are eligible for a Veteran's Preference in accordance with Oregon law. Preference will be given only if the applicant meets the minimum qualifications of the position and submits the required documentation at the time of application. You can request copies of your military service records through the National Archives website at <http://www.archives.gov/veterans/military-service-records/>.

The College reserves the right to reject all applicants and ask for a re-opening of the position or make a direct appointment.

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**TREASURE VALLEY COMMUNITY COLLEGE IS AN  
EQUAL OPPORTUNITY EDUCATOR AND EMPLOYER**

It is the policy of the Treasure Valley Community College Board of Education and the College that there will be no discrimination or harassment on the basis of race, color, sex, marital status, sexual orientation, gender identity, religion, national origin, age or disability in any educational programs, activities or employment. Lack of English language skills will not be a barrier to admission and participation in career and technical education programs. Persons having questions about equal opportunity and non-discrimination should contact the Human Resources Director located in the Performing Arts Center on the south side of the Four Rivers Cultural Center building, or call (541) 881-5838 or TDD (541) 881-2723.

Es la póliza de la Junta de Educación de "Treasure Valley Community College" que no habrá tolerancia a la discriminación ni acoso por motivos de raza, color de piel, género, estado civil, orientación sexual, identidad de género, religión, nacionalidad, edad o discapacidad en cualquier actividad relacionada al estudio, o empleo. La falta de habilidades en el idioma inglés no será barrera para la admisión y ser participe en programas de carreras técnicas y profesional. Individuos que tengan preguntas sobre oportunidades y no discriminación deben ponerse en contacto con el Director de Recursos Humanos ubicados en el "Performing Arts Center" en el lado sur del edificio "Four Rivers Cultural Center". Teléfono (541) 881-5838 o TDD (541) 881-2723.