

PRACTICAL NURSING INSTRUCTOR/PROGRAM HEAD
(POSITION NO# GO177)

J. Sargeant Reynolds Community College is the third largest community college in Virginia and offers a variety of academic programs and services to the residents of the City of Richmond and five nearby counties. Annually, our three campuses serve approximately 15,000 credit students and provide training for 5,700 students through the Community College Workforce Alliance. During our 46-year history we have educated nearly 350,000 people in the Richmond area and 1 in 4 local working adults has attended Reynolds. Additional information is available at the College's Website: www.reynolds.edu.

Reynolds is seeking applicants who share in its commitment to students and teamwork. The College supports a culture of life-long learning, celebrating its diversity, and recruiting and retaining star quality employees. The position will be assigned to the School of Nursing and Allied Health, located on the Downtown Campus, 700 E. Jackson Street.

TYPE OF APPOINTMENT:	Restricted full-time nine-month teaching faculty-ranked appointment. Salary commensurate with the education and experience of the applicant. Salary range: \$32,832 - \$108,508. Approximate maximum hiring salary: \$63,420.
QUALIFICATIONS REQUIRED:	Baccalaureate and Master's degrees in Nursing earned from a college or university with national nursing accreditation required. Current unrestricted license to practice as a registered nurse in Virginia required and a minimum of two (2) years of full-time employment in nursing or its equivalent within the past five (5) years. The successful candidate was be able to successfully pass the college's pre-employment security screening.
QUALIFICATIONS PREFERRED:	Minimum of two (2) years of recent teaching experience in a nursing program. Demonstrated ability to teach effectively in both the didactic and clinical settings, including course development, student assessment, and course evaluations; and experience in curriculum development, use of multiple teaching strategies, and test construction. Demonstrated ability to communicate effectively, both orally and in writing and work with a diverse student population. Demonstrated ability to incorporate technology routinely into instructional and faculty responsibilities.
POSITION RESPONSIBILITIES:	This is a teaching faculty and program head position. Faculty teaching load is normally scheduled on an average load of fifteen (15) contact hours per semester. Office hours, advising and collateral duty assignments are maintained. Teaching schedules may include day and evening classes, and off-campus assignments. General duties and responsibilities on which the program head will assist in this capacity include, but are not limited to: development and achievement of strategic objectives for the program that are consistent with and supportive of college and school strategic goals and objectives; participation in the recruitment/selection process for full-time and adjunct faculty; management of full-time and adjunct faculty workloads and evaluation of faculty; course scheduling, including facilities and use of equipment; management of program enrollment and efficiency; coordination of dual enrollment and distance education course offerings; development and management of program budgets; procurement and management of equipment, laboratories, and clinical instruction; coordination of academic program advising; certification of applications for graduation; continuous program assessment and evaluation; curriculum revisions; program enrollment growth through increased management of clinical sites and recruitment of adjuncts; participation in college and program student recruitment and retention efforts; and, marketing and promotion of the program in the community particularly with local K-12 systems.
APPLICATION PROCESS:	Application reviews will begin September 14, 2018 . Applications will be accepted until the position is filled. To apply for this or any other Reynolds vacant position, please visit the Virginia Jobs website https://virginiajobs.peopleadmin.com .
CONTACT INFORMATION:	Emily Duncan, Recruitment Coordinator Email: employment@reynolds.edu

For full consideration, the cover letter, curriculum vitae, unofficial undergraduate and graduate transcripts, and documentation of continuing education credits, must be received with the online application. If you are invited for an interview, three current (within one year) letters of recommendation relevant to this position can be provided to the committee on the day of the interview, or must be received in the Office of Human Resources prior to the interview day. Official transcripts must be received in the Office of Human Resources prior to the first day of employment.