



Director of Practical Nursing Certificate Program

At College of Saint Mary we believe in the power of education to help women realize their potential, identify leadership strengths and find fulfillment in careers and lives.

The Director of the Practical Nursing Certificate Program has a broad range of leadership and administrative responsibilities for the program. The Director is responsible for faculty recruitment, development and supervision; curriculum development; program evaluation; budget planning; and monitoring and student advising. The position is a full-time, 12-month administrative faculty assignment.

Position Qualifications (Education/Experience):

Requires a master's degree in nursing. Must hold or obtain licensure as a registered nurse in the State of Nebraska. Requires a minimum of 3 years of teaching experience at collegiate level as well as 3 years clinical experience. Requires experience and leadership skills in the development of instructional materials, experience in development and implementation of curriculum, and well-developed teamwork and communications skills.

Position Responsibilities:

Planning and administration of Practical Nursing Certificate Program and courses in accordance with institutional and Nebraska State Board of Nursing requirements.

- Coordinate the student selection process for admission to the program.
- Coordinate student clinical experience in affiliating agencies with emphasis on rotation plan, contractual agreement, and student policies.
- Maintain student informational data to verify eligibility to take the National Council of State Boards of Nursing Licensure Exam.
- Recruit full-time faculty and clinical affiliates.
- Supervise full-time and part-time faculty.
- Lead the development, implementation, and evaluation of curriculum.
- Evaluate clinical sites used by students.
- Prepare the Annual Schedule of Courses.
- Coordinate advising students for various nursing plans of study.

Application:

Please apply using the following link. Please have a letter of application, current curriculum vitae and contact information for three professional references ready to upload during the application process.

[Application for Director of Practical Nursing Certificate Program](#)

A background check (including a criminal records check) must be completed satisfactorily before any candidate can be offered a position with CSM. Finalists will also be required to submit official transcripts. Review of applications will continue until the position is filled.

College of Saint Mary is a Catholic university providing access to education for women in an environment that calls forth potential and fosters leadership. The University is an equal employment opportunity employer and does not discriminate against employees or job applicants on the basis of race, religion, color, sex, sexual orientation, gender identity, pregnancy, age, national origin, disability, veteran status, marital status or any other status or condition protected by applicable laws, except where a bona fide occupational qualification applies.