



PROGRAM HEAD/COORDINATOR, NURSING PROGRAMS
(POSITION NO. FA286)

J. Sargeant Reynolds Community College is Virginia's third largest community college, serving more than 17,000 credit and 22,000 non-credit students annually. The College provides education and training at three campuses, at 35 satellite locations, and through distance learning programs. J. Sargeant Reynolds plays a pivotal role in economic development in the metro Richmond area, training, and retraining the workforce.

The College is seeking applicants for the position of Program Head/Coordinator, Nursing Programs. This challenging position involves coordinating various nursing programs in an urban environment, including CNA, LPN, RN, and advanced placement RN programs with distance education and high school dual enrollment components. This position will be assigned to the School of Nursing and Allied Health, Downtown Campus, 700 E. Jackson Street.

TYPE OF APPOINTMENT	Full-time twelve-month professional faculty ranked appointment. Salary commensurate with the education and experience of the applicant. Salary range: \$58,696 - \$100,850. Approximate maximum hiring salary: \$88,665
QUALIFICATIONS REQUIRED:	Master's Degree in Nursing and Registered Nurse's license. Considerable knowledge of higher education and/or community college administration practices and principles; curriculum design and instructional methods and technology, course development, budget and resource management, and personnel administration. Demonstrated ability to provide student instruction in an academic setting. Demonstrated ability to develop programs and conduct course assessments and evaluation. Demonstrated ability to supervise staff, develop performance objectives, and conduct employee evaluations. Demonstrated ability to perform administrative functions, including planning of program needs, develop and manage budgets, negotiate clinical placements, promote academic offerings, develop and maintain community relations. Demonstrated ability to communicate effectively, both orally and in writing with internal and external constituencies. The selected candidate must be able to successfully pass the college's pre-employment security screening.
QUALIFICATIONS PREFERRED:	Current experience in teaching and college administration at the community college level. Five years minimum of recent teaching or administrative experience in an RN nursing program at the ADN or BSN level is strongly preferred.
POSITION RESPONSIBILITIES:	The Program Head/Coordinator will serve to support the Dean of Nursing and Allied Health. Additionally, the Program Head/Coordinator will provide the administration, development, and daily operations of the Nursing Program. The Program Head/Coordinator will manage the nursing budget; serve on college-wide committees; be instrumental in ensuring the quality and services of the nursing program; will take the lead to ensure program review and evaluation; implement personnel actions; promote faculty/staff professional development; direct and promote increase in enrollment in the program, and other duties as may be assigned by the Dean within the School.
APPLICATION PROCESS:	Applications will be accepted until the position is filled.

In order to better serve our customers, J. Sargeant Reynolds Community College will **only** accept online applications for all state employment opportunities. JSRCC will no longer accept hand-delivered applications or applications submitted by mail, e-mail, or fax. Computers are available at the Department of Human Resource Management's Career Center, public libraries, the Virginia Employment Commission, or the College's Human Resources Office. To apply for this or any other JSRCC vacant position, please visit the Virginia Jobs website <http://jobs.virginia.gov/>. Cover letters, curriculum vitae, and unofficial transcripts must be attached electronically to the online application. Three current letters of recommendation relevant to this position and official transcripts must be received in the Office of Human Resources prior to the interview or presented to the Chairperson of the interview committee at the interview. **Only letters of recommendation and official transcripts are to be mailed to:** JSRCC, Office of Human Resources, P.O. Box 85622, Richmond, VA 23285-5622.

Women and minorities are encouraged to apply. "Reasonable accommodations" are provided for applicants with disabilities.

AA/EOE/ADA