



BSN Program Director– Staff - California Northstate University, Rancho Cordova, California, USA

POSITION TITLE: Department Chair and Program Director of Bachelor of Science in Nursing

REPORTS TO: Dean of College of Health Sciences

WORK SCHEDULE: 1.0 FTE, Full Time, Exempt

CLOSING DATE: Open until filled

COMPENSATION: \$158,000/yr

California Northstate University College of Health Sciences is a community of faculty, staff, and students dedicated to the mission of transforming education in the health sciences. We are a team-oriented group interested in supporting a student centered and innovative educational environment and seek individuals interested in excelling at their own immediate responsibilities and contributing to the College and University as a whole.

California Northstate University (CNU) is a private university with the main campus located in Elk Grove, California, approximately 15 miles south of Sacramento. CNU is accredited by the Accrediting Commission for Senior Colleges and Universities of the Western Association of Schools and Colleges (WASC). The Elk Grove facility currently houses the College of Pharmacy, College of Medicine and Master of Pharmaceutical Sciences Programs.

The California Northstate University College of Health Sciences (CNUCHS) campus is located at 2910 Prospect Park Drive, Rancho Cordova, CA 95670 along with the College of Psychology and Master of Healthcare Administration Programs. The College of Health Sciences offers a traditional Bachelor of Science in Health Sciences degree in addition to accelerated undergraduate and post-baccalaureate programs. The CNUCHS curriculum is designed to provide excellent academic preparation for careers in the biomedical professions.

MAJOR PURPOSE:

California Northstate University is seeking applications from qualified candidates for Department Chair and Program Director of our BS in Nursing Program anticipated to launch in fall 2024. The Director will promote and support the mission of the University by providing operational leadership with significant relational capabilities, while facilitating an exemplary academic and clinical environment. The BSN Program Director helps to develop and educate leadership within nursing and nursing faculty to ensure curricula are current, maintained with



integrity and rigor, and are consistently delivered in an environment and manner conducive to learning in accordance with the BSN Nursing objectives.

Applicant will be able to oversee the implementation of the curricula to prepare the graduates for the challenges of healthcare dynamics, where innovation, technology, concept-based practice skills, and generational awareness is constantly evolving. Applicant should have demonstrated excellence in teaching and research, advising/mentoring of students in clinical coursework and professional endeavors. Model a passion for learning and excellence in classroom and clinical settings, assisting students to achieve competence in practice. Create a collaborative and efficient workplace with attention to quality standards and polices. Assist in uploading students into appropriate healthcare facilities when indicated.

ESSENTIAL FUNCTIONS:

- Oversees the interviewing and hiring of nursing faculty, consulting with department faculty or senior university leadership.
- Coordinate recruitment, monitor and evaluate the performance of nursing faculty.
- Collaborate in the development of an active teaching/learning community among campus leadership/faculty who offer or will offer any BSN Program Enrollment Options.
- Work in collaboration with faculty to plan, develop, review, and implement all policies regarding the nursing program.
- Work with leadership team members/faculty to ensure standardization of curriculum and high quality instruction, as well as ensuring the BSN program meets the needs and expectations of the community of interest.
- Develop and advise nursing faculty to ensure curricula are current, maintained with integrity and rigor, and are consistently delivered in an environment and manner conducive to learning.
- Evaluate effectiveness of educational program.
- Serve as liaison to the Board of Registered Nursing.
- Seek program accreditation with Commission on Collegiate Nursing Education (CCNE).
- Address student grievances.
- Interact with community agencies.
- Participate in the admission process and assessment of admission policies.

OTHER FUNCTIONS:

- Serve on academic and administrative committees that review and recommend policies, make budget decisions, and advise on hires within the department.

QUALIFICATIONS (Minimum):



- Doctorate degree preferred, earned from a regionally accredited institution and must hold at least one graduate degree in the field of nursing from a regionally accredited institution (e.g. without an MSN, the doctorate degree requirement above must be in the field of nursing).
- A master's degree in Nursing from an accredited institution which includes course work in nursing and/or education of 7 years or more.
- Minimum of 2 years-experience required as a faculty member in a professional nursing education program and/or higher education administration.
- Minimum of 3+ years of management experience within the nursing field.
- Applicable experience in a leadership capacity within the last five (5) years.
- Strong interpersonal skills to interact with students, leadership, and peers.
- Ability to work well with others in the organization.
- Familiarity with regulatory, accreditation, and compliance agencies.
- Active, unencumbered registered nurse license, able to obtain license in CA.
- Meets the BRN requirements for a pre-licensure nursing program director.

SKILLS / ABILITIES:

- Ability and willingness to work effectively with a diverse student and faculty population.
- Familiarity with standard technology applications related to assessment and educational pedagogy.

MENTAL DEMANDS:

- Ability to engage in critical thinking and exercise independent judgment.
- Ability to maintain confidentiality and manage confidential information.
- Ability to communicate effectively in written and oral form.
- Ability to take initiative without direct supervision.

WORKING ENVIRONMENT:

The employee agrees to promote the vision and mission of California Northstate University as a private institution. The employee shall conduct himself/herself in a manner consistent with the professionalism of nursing. Additionally, the employee may play a formative role in the development of students in a manner consistent with the profession. This may include role modeling and mentoring.

WORKING CONDITIONS:

The employee is regularly in a typical office environment with adequate light and moderate noise levels. No hazardous or significantly unpleasant conditions. Air-conditioned buildings; tile,



concrete and carpeted floors; adjustable workstation with ergonomic keyboard provided if necessary. Adequate parking.

PHYSICAL ACTIVITIES AND REQUIREMENTS OF THIS POSITION:

While performing the duties of this job, the employee is regularly required to talk or hear and frequently required to stand, walk, sit, and use hands to handle files, computers, and phones; reach with hands and arms; stoop, and kneel. Frequent and regular repetitive movements required using the wrists, hands, and/or fingers. The employee will occasionally lift and/or move up to 40 pounds. Specific vision abilities include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

The above statements and job description are intended to describe the nature and level of work being performed within this job. They are not intended to be an exhaustive list of all responsibilities, duties, and tasks. Other similar or additional duties are to be performed or assigned. Job descriptions are not intended as and do not create employment contracts.

California Northstate University maintains its status as an at-will employer. Employees may be terminated for any reason not prohibited by law.

I acknowledge I have reviewed the content of this job description and understand that if I have any physical limitations or require any reasonable accommodations in order to perform my job, I must immediately inform the administration.

Employee Signature

Date



HOW TO APPLY

Please follow the instructions below. Applications will be reviewed upon receipt and only completed applications will be reviewed.

For full consideration, candidates must provide the following items in one document:

1. Cover letter of interest addressing qualifications, experience, and career goals.
2. Current Resume.
3. Unofficial transcripts of all college work (official copies will be requested if offered position).
4. Names, email addresses, and telephone numbers of at least three (3) professional references to be contacted by the Search Committee who can speak to a broad range of candidate's qualifications.

***Please submit your cover letter, resume, list of references, and any additional information to hr@cnsu.edu.**

In compliance with federal law, all persons hired will be required to verify identity and eligibility to work in the United States and to complete the required employment eligibility verification form upon hire.

California Northstate University is an Equal Opportunity and Affirmative Action Employer. All qualified candidates are encouraged to apply.

*Due to the high volume of applications, once applied, please refrain from telephone calls, visits, faxes or emails directly. Should you meet the minimum qualifications and are selected for an interview, you will be contacted at that time. We appreciate your interest of employment with California Northstate University!