



Position Title: Adjunct Faculty for BSN
Reports To: DON for BSN and Campus Deans
Classification: Exempt
WC Code: 8868
Position Type: Fourth Level Administrator

Florida National University contributes to the education of a diverse student body within the community it serves. FNU employs and develops a faculty of scholars proficient in the art of teaching. We strive to prepare students for employment in their chosen careers through quality education and instruction.

Major Responsibilities:

It is the major responsibility of an Adjunct Faculty in the BSN Program at Florida National University to provide quality instruction and career advisement to all students. The faculty is also responsible for maintaining grades and for the development of course objectives, outline, syllabi, and course competencies.

Key Responsibilities:

1. **Communication Management:** Respond promptly to daily communications via email and voicemail, addressing inquiries promptly and professionally.
2. **Policy Adherence and Ethical Compliance:** Ensure strict adherence to the University's mission, policies, procedures, ethical standards, compliance with data protection regulations and pertinent legal regulations in all aspects of admission activities.
3. **University Engagement:** Participate in Commencement Exercises, new student orientation, university events, committees, self-studies, and University Commencement Ceremonies.
4. **Special Projects:** Execute special projects assigned by the President or supervisor.
5. **Compliance Adherence:** Ensure compliance with Title IX of the Education Amendments Act of 1972, as well as FNU Policies, Procedures, Rules, and Regulation, the FNU Code of Ethics, Family Educational Rights and Privacy Act (FERPA), Florida Information Protection Act of 2014 (FIPA), the EU General Data Protection Regulation (GDPR), and all other applicable federal, state, and local laws, rules, and regulations.
6. **Assigned Duties:** Undertake other assigned duties as required.

Position Responsibilities:

1. Provides appropriate level of instruction that reflects the use of Evidence-based Practice in all BSN courses.
2. Provides quality instruction and continuous mentorship for all students online, hybrid or on campus.
3. Ensures the assessment of students learning outcomes per course and provides specific measurement parameters to evaluate these outcomes.
4. Conducts classes for the scheduled number of hours assigned to each class meeting.
5. Models' appropriate attendance for his/her students.
6. Demonstrates evidence of professional growth through participation in continuing education, research, or related activities.
7. Reports to the Registrar's office all grades and submits reports in a timely fashion.

8. Attends all faculty meetings, professional development functions and University committees to which they have been assigned.
9. Performs the administrative duties pertaining to the preparation of Syllabi and participation in the program self-studies and/or accreditation standards fulfillment.
10. Works with the librarians in the establishment and weeding of the library program and course collection development.
11. Demonstrates leadership skills that can motivate students, staff, and other faculties.
12. 16- Performs all other duties designed to maintain sustainability of the program as assigned

Education / Experience Requirements:

- Master's degree in nursing or related field.
- 3+ years nursing experience
- RN License.

Job Type

Part-time.

Location:

South Campus: 11865 SW 26th St Suite H3, Miami, FL 33175

Working Conditions

General office working conditions. The noise level is at normal office capacity.

Physical Demands

The physical demands described here are representative of those that must be met by employees to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential function.

While performing the duties of this job, the employee may be required to frequently and for extended periods of time, sit; stand; walk; use hands to handle and feel objects; reach with hands and arms; climb stairs. This position requires the ability to see, hear, and operate a computer keyboard and standard office equipment. The employee must lift and/or move up to (10) pounds and occasionally lift and or move up to 25 pounds. Specific vision abilities required by the job include close vision, distance vision, peripheral vision, depth perception, and the ability to adjust to focus. The employee must travel to other campuses, as needed and/or required.

Safety Hazard of the Job

Minimal Hazards.

Benefits:

- 401(k) Savings Plan

Note: The use of computers and University resources is limited for school business purposes. Installation of any software is prohibited.

This job description is intended to describe the general nature and level of work being performed by individuals assigned to this position. It is not intended to be construed as an exhaustive list of all tasks, duties, skills and/or responsibilities always required for this position on each Campus. Tasks, duties, skills and/or responsibilities may vary from individual to individual, campus to campus and over time, depending upon various factors. These are general guidelines for this job position.

Notification to candidates:

<http://www.fnu.edu/wp-content/uploads/2022/06/FNU-Drug-and-Alcohol-Prevention-Program.pdf>

To apply for this position please click on the link below:

<https://workforcenow.adp.com/jobs/apply/posting.html?client=fnuedu>