**Florida National University**
SINCE 1982
OPENS DOORS TO THE FUTURE

**Position Title:** Division Head (Chief Nurse Administrator)
**Reports To: VP of Academic Affairs**
**Classification:** Exempt
**WC Code:** 8869
**Position Type:** 2nd Level

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:** The Division Head is responsible for the overall administration of the academic division, under the direction and guidance of the Vice President of Academic Affairs. The Division Head is required to provide effective leadership to achieve the mission, goals, and expected outcomes of the programs within the division.

**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. Oversees and guides the Division and its departments.
2. Evaluates the departments, department heads, and program directors.
3. Oversees the Faculty Observation process and provides the faculty observers for each program with guidance in the event a performance improvement plan is required for a faculty member.
4. Oversees the faculty evaluation, and employee review process per institutional policy.
5. Provides oversight of the Syllabus Management Platform:
    a. Ensures that the Director(s) of Nursing and Assistant Director(s) of Nursing for each program review and approve the syllabi according to scheduled deadlines.

    b. Ensures that each faculty member completes and submits an appropriate syllabus, that conforms to institutional standards. for each course within the syllabus management platform.

    c. Ensures that the faculty service agreements are accurately completed and submitted based on institutional deadlines.

    d. Ensures that all information related to course syllabi is current, such as announcements, program policies, course policies, Course Outcomes, and Student Learning Outcomes.

6. Manages the review process of learning materials by faculty (SMEs) to ensure that course content is relative and accurate.

7. Reviews applicants for openings within the division along with the department heads and program directors, and makes recommendations for interviewing to Human Resources and the VPAA.

8. Ensures the faculty hiring process is followed through the Office of Academic Affairs, which includes a review of transcripts, certifications, and training that will qualify the potential faculty member to teach specific courses.

9. Provides oversight to faculty in the use of the Faculty Success platform, so that faculty records of service, scholarship, licensure, professional development, and continuing education are up-to-date and accurate.

10. Facilitates the interaction of the Division's units at the various campuses and participates in meetings with the Director(s) of Nursing and Assistant Director(s) of Nursing for each program.

11. Compiles appropriate faculty documentation to comply with the institution's policies, as well as the accreditation standards of SACSCOC.

12. Prepares the master schedule of the Division and coordinates the implementation of the master schedule with the Office of the Registrar.

13. Ensures that all courses, regardless of campus or modality, are taught at a consistent level of quality.

14. Facilitates the interaction of the Division's units at the various campuses and participates in meetings with the Director(s) of Nursing and Assistant Director(s) of Nursing of each nursing program, and other members of the institution as required.

15. Assists with all student transfers to/from the division.

16. Works with the Admissions team at each campus to promote campus enrollment.

17. Provide regular training and updates to all units of the institution regarding changes to programs or curriculums.

18. Participates in the University Curriculum Committee.

19. Oversees the development of all new programs in the Division.

20. Ensures the assessment of learning outcomes per program and course.

21. Oversees student retention of his/her division.

22. Ensures faculty participation in professional development, and in-service workshops.

23. Maintains open lines of communication with campus deans through the VPAA.

24. Continuously oversees actions for improvements at the campus level as detailed in the Division Head's Planning, Assessment, and Implementation Form.

25. Ensures compliance with licensing and accrediting organizations.

**In addition to the specific duties and responsibilities, the Chief Nursing Administrator also:**

1. Oversees the Faculty Observation process and provides the Director(s) of Nursing and Assistant Director(s) of Nursing for each program with guidance in the event a performance improvement plan is required for a faculty member.
2. Collaborate with the Career Services personnel to ensure that students are assisted with employment opportunities following graduation.
3. Work with the University Library Director to ensure that the needs of the division are met. This includes assisting the campus librarians to ensure that all libraries have enough reference materials and learning resources for the Division.
4. Assist the Office of Academic Affairs in matters dealing with the programs, the faculty, the division, and the departments, supplies, textbooks, etc.
5. Provide the Vice President of Academic Affairs with the annual planning and evaluation report of the division.
6. Prepare and monitor the functional budget of the division. Monitoring the expenditures and revenues related to each program.
7. Keep abreast of the physical resource needs of the division and strive to maintain all the necessary equipment and supplies.
8. Provide oversight between all campuses proportionate to campus needs and respective volume of activities.
9. Ensure new student orientation occurs for incoming students.
10. Plan and implement student activities such as community service events, pinning ceremonies, and Community Advisory Boards.
11. Represents the institution, as assigned by the Vice President of Academic Affairs, with regulatory agencies, such as the Florida Board of Nursing.
12. Participates in the self-studies and committees conducted by the University.
13. Performs special projects that may be assigned by the President or Vice President of Academic Affairs.

**Required Qualifications and Experience:**

- Must be a registered nurse (RN), with an active, unencumbered Florida Nursing License.
- Must hold a Doctoral degree in a related field, preferably in Nursing, from an accredited program and institution.
- Must demonstrate 3+ years of experience in a leadership role within an accredited Nursing program, preferably simultaneous leadership of multiple Nursing programs.
- Preferred direct, verifiable, experience in programmatic accreditation, specifically ACEN and CCNE.

Applicants will provide evidence of prior success in teaching, service to the institution in a significant and impactful manner, and scholarship as it relates to the individual's chosen field.

**Job Type**
Full-time

**Work Location:** In person

**Benefits:**
- Health insurance (medical, dental, vision, Life insurance)
- Paid Time Off
- Tuition waiver
- Educational Assistance
- 401(k)
- 401(k) matching

**Schedule:**
Monday to Friday
Variable: Day shift & Evening shift

**Working Conditions:**
General office working conditions. Noise level is at normal office capacity.

**Physical Demands:**
The physical demands described here are representative of those that must be met by employee to successfully perform the essential functions of this job. Reasonable accommodations 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.

**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 required for this position on each Campus at all times. 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