



## **TEACHING ADMINISTRATOR – NURSING**

### **POSITION CLASSIFICATION: PROFESSIONAL:**

Under the supervision of the Executive Director of Nurse Education, this administrative, 12-month position is responsible for the Nurse Education program by facilitating course delivery, evaluating outcomes, and maintaining clinical site relationships. Responsible for curriculum development and the staffing, supervision, observation, and evaluation of the Nursing Skills Lab Coordinator, Full-time Faculty, and Adjunct Instructors, to ensure the learning objectives of the program.

### **POSITION QUALIFICATIONS:**

#### **EDUCATION:**

Master's degree in nursing and a current, valid NJ RN license required.

#### **EXPERIENCE:**

Clinical experience in a broad range of nursing specialty environments, required. Certification is a plus. Minimum of one (1) year of college teaching, preferably at the community college level. Excellent interpersonal, organizational, and computer skills required. Demonstrated clinical competency and experience in an administrative capacity.

### **POSITION RESPONSIBILITIES:**

- > Assist with the development, observation, and evaluation of Adjunct Instructors for the Nurse Education program.
- > Ensure compliance with accreditation standards, including but not limited to curriculum review, annual and summer outcomes assessment.
- > Responsible for conducting program review when appropriate, based on the established three (3) year cycle.
- > Teach didactic and clinical courses, as assigned, to meet the learning objectives of the program.



- > Hold academic office hours as necessary during the fall, spring, and summer semesters.
- > Develop, revise, and evaluate clinical and didactic courses for the Nurse Education program, under the supervision of the Director.
- > Develop the course semester schedule, including summer sessions, as applicable, under the supervision of the Director.
- > Ensure teaching effectiveness by staffing, supervising, observing, and evaluating Full-time Faculty and Adjunct Instructors.
- > Supervise the Nursing Skills Lab Coordinator and oversee all lab educational activities.
- > Maintain ongoing clinical competence and participate in continuing education activities.
- > Assists with strategic planning development activities of the nursing program.
- > Participate in student recruitment activities and community service opportunities.
- > Regularly participate on college and nurse education committees, as assigned.
- > Perform other essential functions of the job, as assigned.

**SALARY:**

Commensurate with experience

**APPLICATION PROCEDURES:**

E-mail letter of interest & resume to: [hr@warren.edu](mailto:hr@warren.edu), or mail to: Human Resources,  
Warren County Community College, 475 Rt. 57 West, Washington, NJ 07882  
[www.warren.edu](http://www.warren.edu)

WCCC is an EOE/AA Employer

Equal access to programs, services, and employment is available to all persons. Those applicants requiring reasonable accommodation to the application and/or interview process should notify a representative of Human Resources.