



SINTE GLESKA UNIVERSITY

POSITION DESCRIPTION

Position : Director of Licensed Practical Nursing Program

Department: Nursing

Supervisor: VP Academic Affairs

Contract: 12 months – Faculty Salary

Job Summary:

Responsible for leading, coordinating, and managing the nursing program. This includes overseeing the academic, administrative, and clinical aspects of the nursing program, ensuring compliance with accreditation standards, developing and implementing curriculum, managing faculty and staff, and fostering a positive learning environment for nursing students.

Duties and Responsibilities:

Developing, implementing, evaluating and updating the purpose, philosophy, objectives and organizational framework of the Nursing program.

Design and implementing the curriculum.

Evaluating the curriculum using a written plan.

Developing, evaluating, and revising student admission, progression, retention, and graduation policies within the framework of SGU policies.

Participating in academic advising and guidance of students.

Providing students theoretical instruction and clinical or practicum experiences. Clinical and practicum time will not exceed 10% of time.

Clinical, labs, and practicum to be maintained at a 1:8 student to teacher ratio.

Monitoring the instruction provided by preceptors.

Evaluating student achievement of curricular objectives related to nursing knowledge and practice. The evaluation process will provide opportunity for student progress and improvement.

Providing student and peer evaluation of teaching effectiveness.

Participating in activities which facilitate the faculty members' own nursing competence and professional expertise in the area of teaching responsibilities and maintaining clinical competence through clinical experience, workshops and in-service training.

Preparation and administration of the LPN budget.

Maintain a log of all equipment, including, but not limited to computers, printer/scanners, furniture, medical equipment, manikins and simulation equipment, etc. This audit will be updated yearly.

Notification to the Board of any major changes in the program of its administration.

Maintains required office hours.

Ensures there is representation of the department in university committees.

Work with local community on projects such as health fairs, point of distribution or emergency disaster drills and involve students within their level of knowledge and ability.

Encourage trust, respect and cooperation among team members by maintaining a positive attitude.

Other duties as assigned in the performance of his/her responsibilities and as mutually agreed upon for the benefit of Sinte Gleska University.

Qualifications:

Master's degree in Nursing; Doctorate preferred. Minimum of a Bachelor's Degree, if currently in the process of achieving a Master's in Nursing.

Experience:

7 years of full-time work experience as a Registered Nurse in clinical nursing, nursing administration or nursing education or a combination of these required.

Experience working with Native American students and/or non-traditional students and students with diverse backgrounds is preferred.

Computer Skills:

Strong computer skills and the ability to learn new software relative to the instructional field. Ability to navigate and learn multiple electronic medical record systems. Familiar with online communication tools. Ability to conduct internet research and enter data into related software tools.

Physical Demands:

Job requires moderate to long periods of standing or sitting. Possible exposure to communicable diseases. Possible exposure to medical equipment injuries, human tissue and body fluids.

Confidentiality:

SGU employees agree to maintain strict confidentiality regarding FERPA, HIPAA, Title IX, and the contents of all Sinte Gleska University correspondence, student records, personnel files and fiscal data.

Additional Information:

Sinte Gleska University does not discriminate on the basis of race, color, national origin, sex, religious preference, age, handicap, marital status, political preference, or membership or non-membership in an employee organization, except as allowed by the Indian preference provision of the Civil Rights Act of 1964, as amended.

SGU employees are responsible for ensuring that his/her personnel file is current with regard to official evidence of educational qualifications (e.g., resume, transcripts) and other qualifications (e.g., valid driver's license). Failure to do so prior to the start of the contract year may result in not receiving compensation commensurate with personnel actions and advancement in promotional steps.

To apply submit a completed SGU job application with a copy of your HS Diploma or equivalent, Resume, Transcripts, verification of College Degree(s), Certificates, Driver's license, Tribal ID or abstract. Submit completed application with attachments to the HR Department. For further information contact Vijayakumar Chebrolu, Human Resource Director @SGU Administration Bldg. or call 605.856.8261 Vijayakumar.chebrolu@sintegleska.edu. Applications are available on the SGU website under job opportunities. A position description is available upon request. **This position is open until filled. Incomplete applications will not be considered.**