



SINTE GLESKA UNIVERSITY

JOB ANNOUNCEMENT

Position: Practical nursing Instructor

Department: Nursing

Supervisor: Director of Nursing

Contract: 12 month-Full-Time

Duties and Responsibilities:

1. Develop and update all course syllabi. Follow syllabi template and submit to supervisor.
2. Instruct both online and face to face classes following CDC regulations as determined by administration.
3. Prepare textbook orders for students in collaboration with the SGU Nursing Department administrative assistant prior to the end of the semester previous to when the course is offered for submission to Department Cahir.
4. Demonstrate competence using available technology in the classroom.
5. Present lectures on nursing theory, other nursing content, and NCLEX review. Will encourage discussion in class to engage students in learning and provide remedial instruction when needed.
6. Arrange for lectures and demonstrations by experts in various medical fields.
7. Supervise independent group projects, use of equipment, laboratory work or other related training.
8. Observe and evaluate work of students to determine progress, provide feedback and make suggestions for improvement. Assist students with documentation in the clinical setting.
9. Advise, mentor and counsel students on course selection, career choices, and other academic or career concerns.
10. Keep supplies up to date and maintain current Standards of care.
11. Work with local community on projects such as health fairs, point of distribution or emergency disaster drills and have students involved within their level of knowledge and ability.
12. Administer oral, written, or skills performance tests to further measure progress and to evaluate effectiveness of education provided and keep on file for 3 years.
13. Keep student attendance records on file indefinitely.
14. Submit mid-term and final grades to registrar at specified times.
15. Communicate with customers, staff, peers, and supervisor in a professional manner.
16. Maintain a good attitude. Encourage trust, respect and cooperation among team members. Provide good customer service to all customers, internal and external.

17. Attend staff meetings, mandatory faculty professional development, technical trainings, including Jenzabar required by the university.
18. Serve on faculty committees and nursing governance committees. Such as curriculum or ethics committees.
19. Make recommendations to Department Chair regarding program needs, informational changes to the university catalog, departmental policies and procedures, and acquisition of instructional materials and supplies..
20. Be available to students by maintaining office hours when not in class teaching.
21. Other duties as assigned by the Director of Nursing and as mutually agreed upon to the benefit of Sinte Gleska University.

QUALIFICATIONS: Masters or Bachelor's degree in nursing, Masters preferred. At least 3 years of nursing experience. Must maintain current unencumbered license as a Registered Nurse in the state of South Dakota. The Position is subject to a pre-employment background check and the information obtained will be in a confidential, nondiscriminatory manner consistent with state and federal law.

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 to the HR Department. **OPEN UNTIL FILLED!** For further information contact Brenda I. Farmer, HR Director @SGU Administration Bldg. or call (605)856-8261, Brenda.Farmer@sintegleska.edu.

Incomplete applications will not be considered.