



**JOB CODE: AA/NU01**

## **Job Description**

Job Title: Nursing Instructor  
FLSA Status: Exempt  
Department: Academic Affairs/Health Sciences  
Reports to: Vice President of Academic and Student Affairs

## **Job Summary**

The Nursing Instructor is directly responsible and accountable for ensuring the fulfillment of the educational goals and objectives of the nursing program and ensuring program compliance with applicable nursing education regulatory agencies. These responsibilities require leadership in both the academic and clinical settings; participating in educational development and planning; evaluating student and program performance; motivating and advising students; creating an environment of teaching and learning excellence; partnering with community agencies; and complying with organizational and accreditation policies and standards.

Faculty are professional educators who have the primary responsibility of fulfilling the Gillette Community College mission, vision, values, and goals of providing a quality education for all students enrolled at the College. The relationship between the faculty member to the student is one of leader, teacher, advisor, and facilitator of learning. Faculty members are responsible to the College President through a chain of command and are accountable to the College's policies and procedures.

## **Essential Duties and Responsibilities**

- The instructional assignment will include lecture and laboratory classes where applicable, providing students with interactive simulations, and utilizing a variety of teaching methods and technologies to keep students motivated and engaged. Some meetings or instructions may occur off-site.
- Maintain industry expertise to assist in keeping the discipline and its equipment up to date with modern educational and industry standards, including the incorporation of industry certifications into the curriculum.
- Assignments are based upon the assumption of a workload of forty clock hours weekly and 30 credits per academic year, (minimum of 170 days per academic year) including but not limited to conducting classes, advising of students, class preparation, student/faculty evaluations, office hours, committee work, student learning outcomes assessment, program review, student clubs/activities, maintaining industry expertise, and other duties.
- Institutional service activities are expected of all faculty members.
- Provides leadership in program development, program promotion, developing regional college/industry/governmental agency partnerships, and developing/modifying curriculum in response to industry and community needs.
- Participation in discipline/department decision making processes and work regarding curriculum, program development, scheduling, and other matters are also expected of all department faculty.
- Responsibilities also include maintaining standards of professional conduct and ethics appropriate to the professional position.
- Participation and facilitation in grant acquisition/implementation may also be part of the assignment.
- Participation in Workforce Development at the local, regional, and state levels where applicable.

- Implementing student engagement practices in and outside of the traditional learning space
- Help create and facilitate innovative strategies for student recruitment, retention, completion, and placement.
- Build community partnerships.
- Completion of the Advising Academy within six months of employment
- Teach nursing courses in accordance with program goals, course objectives, established syllabi, and the schedule of classes for the classroom/lab/simulation/clinical setting.
- Implement a variety of evidence-based teaching strategies appropriate to student needs, desired learner outcomes, content and context.
- Demonstrate expertise, enthusiasm, and creativity in teaching to produce an environment where learning and self-improvement occur.
- Maintain accurate student records of grades, attendance, and performance. Provide timely, constructive, and thoughtful feedback to students. Use information technologies skillfully to support the teaching learning process.
- Serve as a faculty advisor for nursing students. Provide effective, individualized advisement and counseling strategies that help the student meet his/her professional goals.
- Provide the student with resources, including referrals to student support services, to meet individual learning needs.
- Maintain accurate notes for each advising session. Keep a current schedule of office hours to accommodate student learning and advising needs.
- Participate in national accreditation and Board of Nursing approval activities.
- Assist with program assessment measures, analysis of results, and implementation strategies. Actively participate in program and nursing department workgroups/teams.
- Participate in ongoing, systematic evaluation and improvement processes of the program.
- Collaborate and develop partnerships with internal/external constituencies to support program goals. Demonstrate leadership skills to promote excellence in nursing education.
- Create and pursue a plan for professional development to keep pace with changes and advances in teaching, learning, and in one's area of expertise.
- Willingness to dedicate and commit to pursuing continuing education, which may include higher educational degrees and/or certifications, and advance current knowledge of and practice in the profession.
- Participate in College activities including attendance at faculty meetings, graduation, and other college events; sitting on search/hiring committees; membership on college/division committees; and, engaging in student events (orientation, award ceremonies, and club activities). Assume a leadership role in various levels of institutional governance.
- Maintain or attain expertise in assigned areas of responsibilities.
- Other duties assigned to advance the mission of the college.

### **Knowledge, Skills, and Abilities Required by the Position**

- Ability to teach, supervise, and mentor students through their plan of study.
- Possess strong interpersonal communication and management skills.
- Ability to use a variety of teaching methods and materials that assist student learning.
- Ability to use technology and develop learning activities in an online, hybrid or web-enhanced environment.
- Ability to work in a collaborative fashion with a variety of faculty and community stakeholders.
- Demonstrated ability to work with a diverse population that represents a wide range of abilities and ages.
- Knowledge of assessment of student learning outcomes at the course, program, and institutional levels
- Demonstrated commitment to work with students, staff, and community (e.g., advising, organizations, training, boards, leadership)
- Commitment to and evidence of collegiality when interacting with others within the college community.

- Adaptability: the ability to work in a fast-paced environment; willingness to modify the schedule to meet department needs.

### **Working Conditions/Physical Requirements**

- Work is performed primarily indoors in a standard office, classroom, clinical lab, or clinical healthcare environment. There is exposure to hazards related to working in medical waste and/or sharps equipment.
- Subject to walking, sitting, standing, bending, reaching, kneeling, and stooping. Frequent lifting of objects up to 30 pounds. Manual dexterity to efficiently operate a computer keyboard and other business machines. Near vision sufficient to read written communication and computer display screens. Adequate hearing to communicate efficiently in person and by phone.
- Work flexible hours as needed. May require work during evening, night, and weekend hours.
- Travel between campus buildings, clinical sites, and other locations may be indicated. A valid driver's license or dependable transportation is required.

### **Supervisory and Management Responsibility**

- Other nursing faculty who are being mentored, and laboratory assistants as assigned. Supervises students in lab and clinical settings.

### **Minimum Qualifications**

- Master's degree in nursing or nursing education is preferred for a full-time appointment. Faculty members may be hired without a master's degree in nursing but must earn a master's degree in nursing or nursing education in accordance with the on-hire education plan within 5 years from the date of hire. (Complies with Wyoming State Board of Nursing, governing organization, and governing organization's accrediting agency requirements.)
- Graduation from an accredited school of nursing.
- Current licensure to practice as a registered nurse in the State of Wyoming.
- Minimum two years of full-time experience in clinical nursing.
- Clinical skills to supervise students in three of six areas (med-surg.; OB; psych.; OR, ER, ICU; long term; community, other).
- Current BLS for Healthcare Providers or obtains prior to start of employment.
- Must successfully pass a background check, drug screen and complete clinical site requirements as applicable.
- If not complete prior to hire, must complete at least ten (10) clock hours of educational preparation in principles and methods of teaching, learning, and evaluation of performance outcomes within six (6) months from date of hire.

**Complete applications will contain a cover letter, resume, copies of graduate and undergraduate transcripts (official transcripts need to be supplied at the time of the interview), and contact information for three (3) professional references.**

**HOW TO APPLY: VISIT [WWW.GILLETTECOLLEGE.ORG](http://WWW.GILLETTECOLLEGE.ORG) OR SUBMIT THE REQUIRED DOCUMENTS TO [DSANDERS@GILLETTECOLLEGE.ORG](mailto:DSANDERS@GILLETTECOLLEGE.ORG)**

### **Equal Opportunity and Affirmative Action Employer**

*Gillette Community College District is an equal opportunity institution and as such, does not discriminate on the basis of race, sex, color, national origin, religion, age, veteran status, political affiliation, disability, sexual orientation,*

*gender identity, or any other characteristic protected under applicable federal, state, or local law in admission or access to or treatment or employment in its educational programs or activities. Direct inquiries or complaints to Janell Oberlander, President, 300 W Sinclair Drive, Gillette, WY 82718, or the U.S. Department of Education, Office for Civil Rights, 1244 Speer Blvd., Ste. 310, Denver, CO 80204-3582, 303-844-5695 or TDD 303-844-3417.*

---