



Position Description

Assistant Professor of Nursing Nursing Simulation & Skills Lab Coordinator (Non-Tenure Track Position)

APPLICATION AND HIRING TIMELINE INFORMATION

To apply for this position, you should submit:

1. [KWU Employment Application](#)
2. Cover letter
3. Resume/curriculum vitae,
4. Three references
5. Teaching philosophy
6. Unofficial transcript - for the required degree, the unofficial transcript must contain either a conferred date or date awarded, and
7. Desired salary
8. Please email your application materials to hr@kwu.edu.

In your cover letter please pay special attention to matching your actual qualifications to the required qualifications listed in this Position Description. Make sure you reference the position title on the subject line of your email. No phone calls please.

The timeline for filling this position is:

- Applications will be taken until the position is filled.
- Interviews will begin when qualified applicants are identified and continue until a hiring decision is made.
- The position starts as soon as possible.

KWU is an Equal Opportunity Employer and encourages diversity in employment. We will check references of past employers and personal references. We will acknowledge receipt of your application as soon as we receive it.

ADMINISTRATIVE INFORMATION

POSITION: Nursing Simulation and Skills Lab Coordinator, Assistant Professor of Nursing

POSITION'S OPERATION GROUP: Office of the Provost, Nursing

POSITIONS'S GROUP MAJOR RESPONSIBILITIES: The Office of the Provost is responsible for the development and delivery of the entire academic program at KWU. This includes the determination and selection of all faculty, the design and delivery of all academic curriculum, the design and delivery of all academic co-curricular programs and activities, and the design and delivery of all support and information services required to maintain university accreditation and increase student success in all academic areas of the university.

POSITION'S DEPARTMENT: Nursing Education

DEPARTMENT'S MAJOR RESPONSIBILITIES: The Department of Nursing Education prepares students as professional nurse generalists by incorporating the areas of biopsychosocial, behavioral, and spiritual development into the delivery of nursing education so that students may provide client-centered care, pursue graduate studies, and continue lifelong learning. The department offers a Bachelor of Science degree with a major in nursing for pre-licensure students. The department operates in such a way to achieve yearly re-approval by the Kansas State Board of Nursing (KSBN) and programmatic accreditation by a national accreditation agency for nursing programs. In addition, the department actively recruits new students to the department and the university and participates on faculty and university committees.

POSITION'S DIRECT SUPERVISOR: Janeane Houchin, Director of Nursing Education

DATE JOB LAST REVIEWED OR ANALYZED: September 2024, revised by Janeane Houchin, Nursing Education Director, and Human Resources.

POSITION'S EMPLOYMENT STATUS: Full-time, Faculty (Non-tenure track), Exempt (teacher exemption), At-Will
Nine to Twelve-month contract options negotiable.

JOB'S SALARY AND BENEFITS: Salary to be determined at hiring based on the person's qualifications, experience, and faculty rank. Full-time benefits available.

POSITION INFORMATION

POSITION'S SUMMARY: This is primarily a teaching position; but additional duties include advising students, serving on committees, and assisting in the development and implementation of curriculum in order to prepare students adequately for the challenges presented within all aspects of the nursing field. In order to keep up with the current needs of nursing, professors revise the program where and when necessary.

POSITION WORKS WITH: The department is led by a Department Chair and consists of full-time teaching faculty, Nursing Success Coordinator, Chair of the Nursing Division, and a Nursing Education Coordinator. This job fully interacts with the KWU student body in terms of teaching.

POSITION'S STAFF AUTHORITY: None

POSITION'S BUDGET AUTHORITY: Input for annual skills lab and simulation lab needs.

POSITION'S PHYSICAL WORKING CONDITIONS: Climate controlled office and classroom environment. Standing, sitting, stooping, walking, talking, seeing, hearing, keyboarding, filing, and other similar physical motions and activities are a usual part of the job.

POSITION'S UNUSUAL HAZARDS OR WORKING CONDITIONS: None

POSITION'S EQUIPMENT USED: University phone, Learning Management System (LMS) system, simulators, and medical equipment.

POSITION'S WORK SCHEDULE: Schedule arranged around the assigned courses and simulation/skills lab needs.

POSITION'S TRAVEL REQUIREMENTS: Travel for clinical practice and recruitment activities as needed.

POSITION DUTIES AND PERFORMANCE STANDARDS

For a more complete understanding of the duties and responsibilities of faculty jobs, please read and review the Faculty Handbook which will be made available to final candidates for the job.

POSITION'S ESSENTIAL DUTIES (80%)

Every effort has been made to include all duties; however, the omission of a specific statement of duties does not exclude the duty from the position if the work is similar, related or is a logical assignment of the position.

- Provide up to twelve credit hours of student instruction per semester for a total of twenty-four for the academic year.
- Integrate technology into the teaching and learning process.
- Utilize the Kansas Wesleyan University's Learning Management System.
- Plan and prepare course content and curriculum, utilizing assessment and effective methodologies of instruction for the enhancement of learning.
- Maintain expertise in field of nursing and teaching pedagogy by attending seminars, workshops, and classes for professional enhancement.
- Maintain simulation education expertise by completing faculty development in simulation education opportunities.
- Maintain active participation in professional organizations as appropriate.
- Participate in enrollment management activities.
- Share professional expertise with colleagues and students beyond the classroom.
- Provide support and, in some cases, leadership for student recruitment, marketing, and in general activities that build the program.
- Serve as an advisor to pre-nursing and nursing students. Includes participating in group advising sessions.
- Support university and student activities, including course and career guidance, student orientation, mentoring, graduation activities, and fostering a love of learning.

- Assist in the development of the departmental course schedule.
- Provide required forms and papers to Registrar's Office within the specified time limit.
- Maintain appropriate records of student performance.
- Participate in selection of students into the nursing program.
- Ensures university and nursing program compliance with regulatory boards, including licensure and accreditation.
- Serve on nursing department and university committees as assigned.

If assigned:

- Serve as the course coordinator for course(s) utilizing an adjunct.
- Integrate theory with planned clinical performance.
- Orient students to the clinical site(s) and communicate clinical objectives to the student and the site staff.
- Assign, guide, supervise, and evaluate student's performance in giving care to selected clients.
- Write anecdotal progress notes and clinical evaluations of student performance.

Simulation Lab:

- Serve as the Simulation Lab coordinator.
- Coordinate and collaborate with Course Coordinators and faculty to determine simulation needs and schedule prior to each semester.
- Collaborate with Course Coordinators and faculty to provide appropriate simulation experiences to meet course and program learning outcomes.
- Orient students and new faculty to simulation lab expectations.
- Demonstrate procedures in nursing simulation laboratory, supervise student demonstrations and evaluate student performances.
- Prepare, facilitate, and debrief simulations.
- Maintain scheduled maintenance of simulators, ordering of supplies and report simulation lab needs to Director of Nursing.
- Work with Nursing Education Coordinator for scheduling and ordering of simulation lab maintenance and supplies.
- Provide budget input for simulation lab needs.

Skills Lab:

- Serve as Skills Lab coordinator
- Coordinate and collaborate with faculty to determine skills lab scheduling and needs prior to each semester.
- Collaborate with course coordinators to provide skills lab experience to meet course and program learning outcomes.
- Orient students and new faculty to skills lab expectations.
- Demonstrate procedures in nursing skills laboratory, supervise student demonstrations and evaluate student performances.
- Prepare, facilitate, instruct, and debrief skills lab sessions.
- Schedule, supervise and facilitate skills practice sessions, including skills demonstration feedback for Accessible Home Health nurses as needed.
- Maintain scheduled maintenance, ordering of supplies and report skills lab needs to Director of Nursing.
- Collaborate with administrative assistant for scheduling and ordering of skills lab maintenance and supplies.
- Provide budget input for skills lab needs.

POSITION'S OTHER DUTIES: (20% where applicable)

1. Perform other appropriate and required duties as assigned by your supervisor.

POSITION QUALIFICATIONS

EDUCATION:

- MINIMUM REQUIRED: Master of Science in Nursing. Simulation Educator certification or simulation education experience preferred.

CERTIFICATIONS/LICENSES:

- MINIMUM REQUIRED: Active Kansas Registered Nurse License

WORK EXPERIENCE:

- MINIMUM REQUIRED:
 - Excellent leadership, public speaking, and oral communication skills in order to convey knowledge face-to-face with students and staff.
 - Proficient in computers (Word, Excel, Access, Outlook, PowerPoint & Adobe).
- PREFERRED
 - Three years of full-time experience in a professional setting in the role of a Registered Nurse preferred.
 - Experience as an educator preferred

KNOWLEDGE, SKILLS, ABILITIES, and ATTITUDES – KSAA’S:

- MINIMUM REQUIRED
 1. Demonstrated advanced level of oral and written communication skills.
 2. Demonstrated ability to meet required attendance and submission deadlines.
 3. Demonstrated ability to create, articulate, and assess course learning outcomes.
 4. Demonstrated effectiveness in creating course materials (syllabus, handouts, presentations, etc.) which enhance student interest and engagement.
 5. Demonstrated ability to create and manage effective grading rubrics for consistent and uniform grading results.
 6. Demonstrated ability to work effectively with diverse populations.
 7. Demonstrated ability to manage effective, friendly, and civil working relationships with staff, faculty, students, alumni, guests, and others at the university.
 8. Demonstrated problem solving and abstract thinking skills.
 9. Demonstrated ability to produce high quality work while working independently.
 10. Philosophical alignment with the mission and vision of KWU.

NOTICE OF SPECIAL JOB OR EMPLOYMENT REQUIREMENTS

1. THIS JOB DESCRIPTION IS NOT DESIGNED TO COVER OR CONTAIN A COMPREHENSIVE LIST OF ALL DUTIES AND RESULTS TO BE PERFORMED IN THIS JOB. DUTIES AND PERFORMANCE STANDARDS MAY BE ADDED, SUBTRACTED, AND/OR CHANGED BY YOUR SUPERVISOR AT ANY TIME DUE TO CHANGES IN DEPARTMENT OR UNIVERSITY REQUIREMENTS.
2. Unless exempt due to an employment contract signed by the President of Kansas Wesleyan University, all employees of Kansas Wesleyan are to be considered as an “at-will” employee.
3. All employees of Kansas Wesleyan University are considered to be “responsible employees” pertaining to Title IX regulations concerning both the prevention and reporting of sexual assault or harassment situations. As such, all employees must communicate with the Title IX Coordinator if they witness or hear about a sexual assault or harassment situation.
4. Kansas Wesleyan University is an equal opportunity employer and complies with EEOC and ADA employment requirements. It is and has been the policy of Kansas Wesleyan University to grant equal opportunity to all qualified persons without unlawful discrimination based on race, color, gender, age, national origin, ancestry, ethnicity, disability, sexual orientation, religion, or veteran status. In order to fulfill its mission as a United Methodist affiliated institution, preference in hiring shall be given to persons who can affirm the Institution’s mission.
5. All “offers of employment” are subject to a criminal background check prior to employment.