The college is accepting applications for the following full-time position:

**Department Chair, Nursing & Allied Health**

The Department Chair, Nursing & Allied Health assumes responsibility for all operating functions of the nursing and allied health programs. This includes but not limited to nursing programs on the Poplar Bluff campus, Sikeston, and Kennett locations. In addition, this position provides leadership for the EMS, Surgical Technology, and Medical Laboratory Technologist programs. Responsibilities require assistance in the review and implementation of curriculum as well as preparation for state, regional, national, and federal agencies as required for accreditation.

Master’s degree in Nursing is required. Minimum of five years related experience also required. Successful candidate must also possess an active, unencumbered license as a registered nurse with privileges to practice in the state of Missouri.

Salary is competitive. Excellent fringe benefit package including, but not limited to health, dental, vision, and life insurance; vacation, sick, and personal leave; and the Missouri Public School & Education Employee Retirement System. Complete applicant file will include the Three Rivers College application form (available at trcc.edu/employment), resume with names/phone numbers of three references, copies of all transcripts, and cover letter explaining interest in the position and in working at Three Rivers College. Review of completed applications will begin immediately and continue until appointment is made. Incomplete files will not be acknowledged or reviewed. We do background checks; E-Verify participant.

To apply, submit all requested material to:

Human Resources  
Three Rivers College  
2080 Three Rivers Boulevard  
Poplar Bluff, MO 63901  
Phone: 573-840-9695  
Fax: 573-840-9186  
Email: humanresources@trcc.edu

Three Rivers College is an Equal Opportunity/Affirmative Action Institution  
trcc.edu
THREE RIVERS COMMUNITY COLLEGE

JOB DESCRIPTION

POSITION: Department Chair, Nursing and Allied Health/ Director, Nursing Education

DEPARTMENT: Learning

CLASSIFICATION: Professional/Administrative

FLSA: Exempt

IPEDS: Other Professionals (2B2); SOC 25-9031 Inst. Coordinators

REPORTS TO: Dean of Career Education and Workforce Development

POSITION SUMMARY:

The Department Chair, Nursing and Allied Health/Director, Nursing Education shall be appointed by the trustees upon the recommendation of the Vice President for Learning and President. The Department Chair provides leadership and direction for the Nursing and Allied Health Department.

ESSENTIAL FUNCTIONS AND RESPONSIBILITIES:

1. Maintain current license to practice nursing in the State of Missouri.
2. Plan, implement and evaluate the schedule for nursing classes and clinical laboratory periods.
   a. Cooperate with designated faculty members who will be involved in teaching nursing students.
   b. Work cooperatively with the Coordinator of the Practical Nursing Program in planning for rotation of students from both nursing programs through the various agencies.
   c. Initiate and maintain written agreements between the college and selected agencies.
3. Assess, implement, evaluate and revise the nursing curriculum as indicated by faculty committee action, based on trends in nursing education, community need and recommendations by the Missouri State Board of Nursing and other accrediting agencies.
   a. Maintain current outlines for all nursing courses. One copy to be filed in the office of the Department Chair/Health & Human Services, Nursing Education and one copy on the Office of the Vice President for Learning.
   b. Maintain standards as required by the Missouri State Board of Nursing and other accrediting agencies.
   c. Assist the nursing faculty as indicated in the implementation of the curriculum.
   d. Assist in the instruction and advising of students.
e. Prepare reports for state, regional, national and federal agencies as required.
f. Interpret the Associate Degree in Nursing Education program to the community, college and participating agencies.
g. Have general control over the student admission process for all Nursing program.

4. Provide leadership for the Emergency Medical Services program including curriculum development, student advising, recruitment, and regulatory and accreditation services.

5. Provide leadership for the Practical Nursing program including curriculum development, student advising, recruitment, and regulatory and accreditation services.

6. Provide leadership for the Surgical Technology program including curriculum development, student advising, recruitment, and regulatory and accreditation services.

7. Provide leadership for the Medical Laboratory Technologist program including curriculum development, student advising, recruitment, and regulatory and accreditation services.

8. Maintains strong interpersonal and communication skills with the ability to work effectively with a wide range of constituencies in a diverse community.

9. To make recommendations to the Dean and Vice President for Learning, dismissal and tenure of faculty.

10. To make, with the approval of the Chief Financial Officer, categorical adjustments of planned expenditures within their division operating budgets so long as the total budgeted amounts are not exceeded.

11. Provides managerial and budgetary accountability for the academic departments within each division ensuring that daily operation of the departments meet or exceed all college policies and procedures.

12. Serve as a liaison for the Occupational Therapist Assistant (OTA) and Physical Therapist Assistant (PTA) programs.

13. Develops and implements a plan and a budget for the academic departments in conjunction with the college strategic plan.

14. Contributes to the overall mission of the college by performing all other duties and responsibilities as assigned.

MINIMUM JOB REQUIREMENTS:

• Education: Master’s degree in Nursing required.
• Experience: Five (5) years of experience
• Active, unencumbered license as a registered nurse with privileges to practice in the state of Missouri.
EQUIPMENT:
- Must be able to operate the computer and relevant software. Operate standard office equipment. Operate classroom and clinical equipment.

WORKING CONDITIONS:
- Office environment; indoor, climate controlled

PHYSICAL REQUIREMENTS:
- Requires normal range of hearing and vision. Along with the ability to lift, stoop, grasp.

POSITIONS SUPERVISED:
- Faculty within division
- Administrative Assistant

Signatures:
I have read and reviewed the above description with my supervisor.

_________________________________________  _________________________
Employee Signature  Date

_________________________________________  _________________________
Supervisor Signature  Date

(03/2013)