VACANCY ANNOUNCEMENT

Position Title: Director of Nursing and Health Programs
Position #: 400520
Position Status: Full-Time
Reports To: Vice President of Instruction

DUTIES AND RESPONSIBILITIES:
Under the supervision of the Vice President of Instruction the Director of Nursing and Health Programs will:

1. Provide effective leadership, vision, and commitment to support faculty and staff to enhance current programming and develop new programming in Nursing and other Health Programs.
2. Researches, develops, expands and evaluates the Nursing and Health Programs, with input from faculty, students, advisory committees and community.
3. Develops and implements recognized assessment techniques and teaching methodologies that are used by the health occupations faculty for the purpose of measuring student achievement.
4. Prepare, recommend, and administer program budgets consistent with the mission and purposes and strategic initiatives of the college.
5. Responsible for the supervision and evaluation of assigned faculty/staff.
6. Develop course schedule for nursing and health programs for each instructional term.
7. Responsible for student advising and outreach to communities served by Otero Junior College.
8. Assure compliance of nursing and health programs with the requirements of the system office, CDHE, Higher Learning Commission/North Central Association, and other state and federal regulatory agencies.
9. Participate in faculty meetings, committees, and campus activities.
10. Willing to participate in state meetings by distance technology or travel
11. Demonstrate competent leadership abilities, maintain positive interpersonal relationships with faculty, staff and students.
12. Collaborates with Director of Resource Development for acquisition and management of grants
13. Develops and maintains community partnerships to support the education programs
14. Other duties as assigned.

See Human Resources for a complete job description.

Minimum Qualifications:
- An earned Master’s degree in Nursing
- Two (2) years of full-time, or equivalent, clinical experience as a practicing registered nurse.
- Holds or is willing to obtain a Colorado Registered Nurse License
- Holds or is willing to obtain a CTE Credential

Preferred Qualifications:
- Two (2) years of full-time, or equivalent, experience in teaching in an approved Nursing Education Program.
- Experience in program planning and program development
- Experience in staffing, evaluation, and fiscal operations
- Prior experience with educational program accreditation
- Experience in institutional assessment
Experience in administering academic and career and technical education programs (i.e. Carl Perkins)

- Strong oral, written, interpersonal and public communication skills
- Strong computer skills
- Ability to work collaboratively with internal and external constituent groups
- Ability to work with diverse populations
- Commitment to a progressive environment providing quality education and supportive services to students
- Educational philosophy in alignment with that of a small rural, comprehensive Community College and enthusiasm for this type of environment and the aspirations of its people.

**SALARY:**
Salary Competitive (Based on level of education, skills, and experience) with excellent benefit package including retirement, health, vision, dental and life insurance
12 month administrative position

**APPLICATION INSTRUCTIONS**
For consideration, an applicant file must contain:
1. Cover letter that addresses the minimum and preferred qualifications
2. Resume
4. Names, addresses, and phone numbers of 3 professional references

**APPLICATION DEADLINE**
Position Open Until Filled

**POSITION START DATE:**
July 1, 2016

**Submit Application Packet To:**
Otero Junior College
Attn: Carol Noll
Director of Human Resources
1802 Colorado Ave
La Junta, CO 81050
FAX: (719) 384-6947

**Or Email To:** carol.noll@ojc.edu

**Inquiries May Be Directed To:**
Carol Noll
(719) 384-6824

*Applicants must submit to and pass a background check before an offer of employment can be extended.*

**Notice of Non-Discrimination**

Otero Junior College prohibits all forms of discrimination and harassment including those that violate federal and state law or the State Board for Community Colleges and Occupational Education Board Policies 3-120 and 4-120. The College does not discriminate on the basis of sex/gender, race, color, age, creed, national or ethnic origin, physical or mental disability, veteran status, pregnancy status, religion, genetic information, gender identity, or sexual orientation in its employment practices or educational programs and activities. Otero Junior College will take appropriate steps to ensure that the lack of English language skills will not be a barrier to admission and participation in vocational education programs.
The College has designated Carol Noll, Director of Human Resources, as its AFFIRMATIVE ACTION (AA), OFFICER, EQUAL OPPORTUNITY (EO), AND TITLE IX COORDINATOR with the responsibility to coordinate its civil rights compliance activities and grievance procedures. If you have any questions, please contact Carol Noll, Director of Human Resources at 719-384-6824, carol.noll@ojc.edu, or 1802 Colorado Ave. MacDonald Hall Room #221, La Junta, CO 81050.

You may also contact the Office for Civil Rights, U.S. Department of Education, Region VIII, Federal Office Building, 1244 North Speer Boulevard, Suite 310, Denver, CO 80204, telephone (303) 844-3417.

The Federal Cleary Act (The Student Right to Know and Campus Security Act of 1990) requires all institutions of higher learning to make available to prospective employees the agency’s Annual Security Report/Campus Crime Statistics. A paper copy of this report can be obtained at the Student Services Center upon request or at: http://www.ojc.edu/content/marketing/catalog.pdf. This report includes statistics for the previous three years concerning crimes that occurred on campus or on property controlled or owned by Otero Junior College, as well as public property within, or immediately adjacent to and accessible from, our campus. Former employees of the Colorado Community College System or one of its 13 colleges, who were disciplinarily terminated or resigned in lieu of termination, must disclose this information in your application packet. Qualified protected class individuals are encouraged to apply.

Otero Junior College must comply with the Immigration Reform and Control Act of 1986. If hired you will be required to provide documents to show your identity and authorization to work. In addition, Colorado fiscal rules require direct deposit for all new employees.

ABOUT OTERO JUNIOR COLLEGE:
Founded in 1941, Otero Junior College is a state two-year community college with approximately 1500 students (1250 FTE) made up of traditional, non-traditional and international students. The college is governed by the State Board for Community Colleges and Occupational Education. OJC is located on an attractive 40-acre campus on the southern edge of La Junta, Colorado. The college is a full-service campus with dormitory housing, food service, men’s and women’s varsity intercollegiate athletics, and state-of-the-art educational technology. The city of La Junta has a population of approximately 8,000 and is located on Highway 50, sixty miles east of Pueblo. The college serves the residents of Otero, Bent, and Crowley counties. This rural geographic area in southeast Colorado is primarily agriculture based and has a population of approximately 33,000 people. Students at OJC can earn degrees in Associate of Arts, Associate of Science, Associate of Applied Science, Associate of General Studies or an Associate Degree in Nursing. Students who wish to pursue vocational occupations will find over a dozen one- and two-year certificate programs available. Career and Technical Education certificate programs at OJC include:

- Agri-Business Management
- Agricultural Production Management
- Applied Business Technology
- Artificial Insemination
- Automotive Technology
- Cosmetology
- Crop Production
- Early Childhood Education
- Emergency Medical Service
- Health Navigator Community Health Worker
- Law Enforcement
- Livestock Production
- Mechanical Graphics and Design
- Medical Office Clerk
- Nursing Assistant
- Pesticide Application
- Phlebotomy
- Practical Nursing
- Real Estate
- Water Quality Management Technology

To learn more about Otero Junior College, visit the college’s website at www.ojc.edu.

OJC MISSION STATEMENT:
To provide quality higher education that is accessible, transforms lives, expands employment opportunities, enriches our communities, promotes individual and global cultural diversity, and fosters economic development.