



## Assistant Chair of Nursing Nursing

### JOB SUMMARY

This position provides instructional vision, leadership, and support for the clinical faculty.

### MAJOR DUTIES

- Assists with recruiting, mentoring and evaluating of new faculty.
- Coordinates departmental and advisory committees.
- Assists with monitoring the budget.
- Assists with recruitment, advisement and retention of students.
- Monitors book orders, office hours, classroom availability, and development and submission of the class schedule.
- Assists in the development of the registration schedule and maintains coverage.
- Manages requests for MOU's and ensures that MOU's are current.
- Monitors grants and grant submissions
- Serves as a resource for Division activities regarding accreditation and/or program review.
- Completes assigned tasks relevant to the strategic operation of the Division.
- Teaches courses in area of educational preparation.
- Performs other duties as assigned

### KNOWLEDGE REQUIRED BY THE POSITION

- Knowledge of the fields of nursing.
- Knowledge of program accreditation requirements.
- Knowledge of program assessment and strategic planning strategies.
- Knowledge of budget development and management principles.
- Knowledge of college program requirements.
- Knowledge of classroom practices, teaching methodologies, assessment systems, and educational technology.
- Skill in the delegation of responsibility and authority.
- Skill to make timely decisions.
- Skill in the operation of computers and job related software programs.
- Skill in decision making and problem solving.
- Skill in interpersonal relations and in dealing with the public.
- Skill in oral and written communication.

### SUPERVISORY CONTROLS

The Chair assigns work in terms of division goals and objectives. The supervisor reviews work through conferences, reports, and observation of school activities.

### GUIDELINES

Guidelines include college policies and procedures; University System of Georgia policies and procedures; SACS

and other accreditation standards and requirements; faculty, staff and student handbooks; and relevant state and federal regulations. These guidelines require judgment, selection and interpretation in application. This position develops school guidelines.

### **COMPLEXITY/SCOPE OF WORK**

- The work consists of varied management duties. The variety of tasks to be managed combined with frequent interruptions contributes to the complexity of the position.
- The purpose of this position is to assist in directing the operations of the Division of Science and Mathematics. Success in this position contributes to the successful recruitment and training of qualified students.

### **CONTACTS**

- Contacts are typically with co-workers, other college personnel, faculty, staff, students, representatives of other colleges and universities, alumni, representatives of the Board of Regents, and members of the general public.
- Contacts are typically to give or exchange information, to resolve problems, to motivate or influence persons, or to justify, defend or settle matters.

### **PHYSICAL DEMANDS/ WORK ENVIRONMENT**

- The work is typically performed while sitting at a desk or table or while intermittently sitting, standing or stooping.
- The work is typically performed in an office.

### **SUPERVISORY AND MANAGEMENT RESPONSIBILITY**

This position has direct supervision over division clinical faculty.

### **MINIMUM QUALIFICATIONS**

- Knowledge and level of competency commonly associated with the completion of a master's degree in a course of study related to the occupational field.
- Experience sufficient to thoroughly understand the diverse objectives and functions of the subunits in the division/department in order to direct and coordinate work within the division/department, usually interpreted to require three to five years of related experience.