Notice of Vacancy
Division of Academic and Student Affairs
Non-Unit Professional, Full time Position with Benefits
Application Deadline: Open until filled

Director of Nursing

Roxbury Community College is an urban, public, 2-year College serving a diverse community including peoples of color, recent immigrants and nontraditional populations. The College mission is to facilitate student success in achieving educational goals through the delivery of high quality transfer and career programs. RCC strives to honor traditional commitments, and to be responsive to new challenges and insights through workforce training, ESOL and community education.

General Statement of Duties:
The Director of Nursing is responsible for the management and delivery of the Certified Nurse Assistant certificate, Licensed Practical Nurse certificate and Registered Nurse degree program. The Director is responsible for faculty management; budget management; new program development; clinical site agreements; advisory board collaboration; program accreditations and innovative delivery of instruction. The Director will assure all programs meet state and national requirements. The Director will provide leadership and administrative direction to the Nursing faculty, including the implementation of collective bargaining agreements.

Supervision Received: Vice President for Academic & Student Affairs
Supervision Exercised: This position is responsible for the supervision and activities of the staff and faculty of the Nursing Programs.

Essential Functions:
1. Directs the activities of faculty and staff for all levels of Nursing education.
2. Ensures compliance with national, regional and/or local accrediting and licensure guidelines.
3. Facilitates the development, review and revision of Nursing curricula to ensure quality and relevancy in collaboration with the faculty and advisory board.
4. Establishes and maintains high quality clinical sites and appropriate site agreements.
5. Recruits, recommends, and evaluates all new fulltime faculty, adjunct faculty, professional and support staff.
6. Oriented all new department members to the philosophy, goals, and procedures of the Nursing Department and the College.
7. Manages and insures the delivery of high quality, professional standard instructional services by faculty in the division.
8. Encourages the use of multiple modes of delivery including blended, hybrid and other online options, as appropriate.
9. Collaborates with the Office of Admissions and Office of the Registrar to ensure student application and selection processes are conducted according to compliance standards.
10. Implements the effective assessment of student learning at the course, program and college levels.
11. Conducts annual program review.
12. Assists in providing professional development opportunities for faculty and staff in the department.
13. Maintains systematic flow of information through regularly scheduled department and program meetings.
14. Arbitrates student problems regarding academic program requirements in accordance with College, Commonwealth and federal policy.
15. Develops schedules of courses and manages faculty load.
16. Maintains multi-disciplinary partnerships with external professional entities, including stakeholders, clinical site providers and employers, to support the program advisory board.
17. Works effectively as a team member with other college departments.
18. Represents Roxbury Community College and Nursing education in the community.
19. Other duties as assigned.

Minimum Qualifications:
(All candidates must have legal authorization to work in the United States.)
- Master of Science in Nursing degree from a regionally-accredited institution of higher education in the US.
- Current, valid and unencumbered licensure in the Commonwealth of Massachusetts.
- Five years teaching in an accredited community college, or other accredited higher education institution.
- Knowledge of ACEN accreditation standards, and ability to lead the accreditation process.
- Experience in urban multicultural higher education, laboratory and clinical settings.
- Familiarity with multiple education modalities including simulation and online learning.
- Superior interpersonal skills. A highly effective listener and communicator with both technical and non-technical audiences.
- A seasoned manager, diplomat and leader with strong organizational and team-building skills and the ability to inspire faculty with diverse interests.
- Evenings and weekend availability.
- Knowledge of Microsoft Office applications, and ability to learn new software requirements.

Annualized Salary Rate:
Starting salary will be competitive and commensurate with experience and qualifications. The position includes a broad benefits package.

Application Deadline: This position will remain posted until filled.
To Apply: To ensure full consideration, send your resume, a letter of interest, salary history, and three references, to:
Roxbury Community College
Search Committee – Director of Nursing
1234 Columbus Avenue
Roxbury Crossing, MA 02120
Email: jobs@rcc.mass.edu
For more information you may visit us at www.rcc.mass.edu or www.rcc.mass.edu/hr to find out more about employment at Roxbury Community College.

Appointment is subject to SORI (Sexual Offense Registry Information) background check, and a publicly accessible Massachusetts CORI (Criminal Offense Registry Information) background check.

Roxbury Community College is an affirmative action/equal opportunity employer and does not discriminate on the basis of race, color, national origin, sex, disability, religion, age, veteran status, genetic information, gender identity or sexual orientation in its programs and activities as required by Title IX of the Educational Amendments of 1972, the Americans with Disabilities Act of 1990, Section 504 of the Rehabilitation Act of 1973, Title VII of the Civil Rights Act of 1964, and other applicable statutes and college policies. The College prohibits sexual harassment including sexual violence. Inquiries or complaints concerning discrimination, harassment, retaliation, or sexual violence shall be referred to the College’s Affirmative Action Officer/Title IX Coordinator, the Equal Employment Opportunities Commission or the United States Department of Education’s Office for Civil Rights.