

COLLEGE OF CENTRAL FLORIDA

JOB DESCRIPTION

JOB TITLE: ASSOCIATE VICE PRESIDENT – HEALTH SCIENCES

PAY GRADE: A-3

OVERTIME STATUS: EXEMPT

MAJOR RESPONSIBILITY:

To provide leadership in the planning, direction, and evaluation of the nursing programs in accordance with the mission and academic standards of College of Central Florida, and rules and regulations of the Florida Board of Nursing and standards of the Accrediting Commission for Education in Nursing. To coordinate the activities of the nursing faculty and student learning. Provide responsibility for operation of the Health Sciences Division, including Health Sciences programs, with primary emphasis on the nursing programs.

At the College of Central Florida, our vision is to be “Your first choice for quality higher education.” We aim to accomplish this by providing a caring and exceptional learning environment that fosters the success of our students and community. Candidates considering becoming part of the CF family must be able to embrace and model this philosophy in their day-to-day responsibilities and demonstrate our standards: professional, responsive, informative, dependable and engaged.

PREREQUISITES FOR POSITION (Qualification Standards):

1. Education or training: Holds a current license as a registered nurse in Florida. Holds a master's degree or doctorate in nursing; if credentialed with the master's degree in nursing, MUST have a doctorate in nursing or a related discipline.
2. Years of experience in field: Has a broad educational and experiential background demonstrating ability in nursing practice, teaching, management, and interpersonal skills; a minimum of 5 years' experience required.
3. Special skills or abilities related to position: Exemplifies the mission of the college and philosophy and objectives of Health Sciences programs. Is a member of and participates in professional organizations. Participates in continued professional education.

ESSENTIAL JOB FUNCTIONS:

1. Meet regularly with faculty to assess status, needs and evaluate and improve the programs.
2. Review course syllabi for clarity, accuracy, consistency, and inclusion of appropriate content.

ESSENTIAL JOB FUNCTIONS: (Continued)

3. With coordinators and agency input, design class schedules, clinical assignments, and teaching responsibilities.
4. Oversee the operation of the skills and computer labs.
5. With faculty input, evaluate students' clinical experiences.
6. Chair the nursing faculty meetings.
7. Establish a plan for course and program evaluations.
8. Monitor current trends and issues in nursing and nursing education and offer guidance to faculty.
9. Initiate and participate in the process of recommending nursing faculty for hire.
10. Meet with students having academic or behavior problems.
11. For planning and implementing student learning, maintain ongoing dialogue with key agency nursing personnel.
12. With program coordinators, coordinate clinical scheduling of ADN program.
13. Facilitate faculty growth in classroom and clinical performance.
14. Complete faculty evaluations.
15. Coordinate orientation of new faculty and facilitate in the mentoring process.
16. Facilitate opportunities for faculty continuing education.
17. Meet with agency representatives at least yearly and as needed.
18. Respond to concerns expressed by agency representatives.
19. Facilitate nursing advisory committee meetings.
20. Assess and evaluate activities of the faculty and staff.
21. Represent the CF Health Sciences programs at community events.
22. Recommend new programs or changes in existing programs based on analysis of local, state and national trends.
23. Work to achieve cultural diversity in staff, student population and curricula.
24. Direct Health Sciences division programs so they meet national accreditation, state approved standards and curriculum frameworks.
25. Remain current on the operation of the Health Sciences division.
26. Compile necessary statistical base for State of Florida and accrediting agencies.
27. Develop and manage Health Sciences division budget.

(These essential job functions are not to be construed as a complete statement of all duties performed. Employees will be required to perform other job-related marginal duties as required.)

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Acceptable eyesight (with or without correction).
- Acceptable hearing (with or without hearing aid).
- Ability to clearly communicate both orally and in writing on a telephone and on a computer for extended periods of time.

PHYSICAL DEMANDS: (Continued)

- Routinely requires sitting at a desk and viewing a display screen for extended periods of time.
- Ability to access, input, and retrieve information from a computer or other electronic device.
- Routinely requires moderate (up to 40 pounds) lifting and carrying.
- Routinely requires walking, standing, sitting, kneeling, stooping, reaching up, twisting and bending.

ENVIRONMENTAL CONDITIONS:

- Works inside in an office environment.

(Reasonable accommodations will be made for otherwise qualified individuals with a disability.)

PRIMARY LOCATION OF JOB: Ocala Campus

SUPERVISOR OF POSITION: Vice President for Workforce Development and Innovation