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| **Director of Allied Health (MSN required)** |

NFC is seeking an enthusiastic Director of Allied Health. Must have a current Florida unrestricted Registered Nursing license (and eligible for compact license for practice in Georgia).

**SUMMARY**

The Director of Allied Health oversees and administers the Allied Health Educational Programs, which include the RN-BSN, ADN-RN, LPN to ADN-RN Bridge, LPN, Medical Coder and Biller and PCT programs, and provides supervision of all Allied Health instructional and non-instructional staff.

**Partial Duties listed below. See Website for a complete job description:**

**Program Development**

1. Review and assist with proposals for any new or modified programs in Allied Health.
2. Review and update catalog copy and catalog maintenance forms for new or modified programs.
3. Review and submit proposed lab fees for new or modified programs.
4. Monitor programs for compliance of mandated state programs lengths and curriculum frameworks.
5. Assure that new or modified programs comply with appropriate staff regulations, accreditation standards or other applicable mandates.
6. Work with offices on campus to communicate opportunities related to new or modified programs in Allied Health.

**Program Execution**

1. Certify payroll for OPS staff for Allied Health.
2. Conduct annual performance evaluations for Allied Health faculty and forward these to the Associate Dean of Economic Development and Workforce Education.
3. Make recommendations to the Associate Dean of Economic Development and Workforce Education for the hiring of Allied Health faculty and staff and work to ensure that hiring is conducted in accordance with College policies and procedures
4. Review and submit proposed annual budgets for Allied Health.

**General**

1. Conduct special projects as requested by the Associate Dean of Economic Development and Workforce Education.
2. Provide Administrative support for grant programs in Allied Health.
3. Serve on College committees as requested.
4. Attend meetings, conferences and workshops relevant to instruction, curriculum and goals of Allied Health.
5. Attend Allied Health Advisory Board meetings.
6. Review and monitor expenditures in Allied Health.
7. Oversee and be responsible for development of all Allied Health curricula.
8. Teach classes as needed.

**Allied Health Offerings**

1. Oversee and be responsible for RN-BSN, ADN-RN, LPN to ADN-RN Bridge, LPN, Medical Coder and Biller and PCT/CNA programs and Continuing Education for Allied Health, including all advertising and recruitment of students.
2. Oversee and be responsible for evaluation of instructors.
3. Negotiate articulation agreements with schools, hospitals, nursing homes, etc.

**Qualifications:**

* Must hold a graduate degree with a major in nursing (MSN) ; Doctoral prepared preferred.
* Must have at least six (6) years paid working experience as an RN.
* This is a full-time (12 month) position.

**Applications to:**  
Director Employee Services, North Florida College, 325 NW Turner Davis Drive, Madison, Florida 32340. **Only complete application packets will be considered**. A complete application packet includes:

1. Letter of interest  
2. Resume and application (Application is available online)  
3. Copy of transcripts (unofficial okay) and Nursing License’s  
4. Four (4) letters of reference.

Questions call 850-973-9448. Position is open until filled. Review of applications will begin on June 10, 2020.

Applications can be emailed, faxed, mailed or hand carried: Email:  [hunterb@nfc.edu](mailto:hunterb@nfc.edu) | Fax:  850-973-9435

**All applicants not selected for interviews or the position will be notified by email.**