

Manor College seeks applications for the position of Director of the Licensed Practical Nurse (LPN) Program. Reporting to the Provost/Vice President of Academic Affairs, the Director will be responsible for overall leadership, development, and administration of the new LPN Program at Manor College, and will ensure that the program is in compliance with all laws and regulations of the Pennsylvania Board of Nursing. The Director will be responsible for maintaining the on-going accreditation processes and reporting requirements.

RESPONSIBILITIES:

- Review the content and implementation of the philosophy, vision, and mission of the programs.
- Advise the Vice President for Academic Affairs, and the Dean of Arts and Sciences in matters of policy and administration related to the well-being and integrity of the LPN Program.
- Ensure that the curricula are appropriate to the programs.
- Identifies and participates in the contract negotiations for use of clinical facilities; insures contract compliance with Board of Nursing requirements; and maintains file of current contracts.
- Maintains and annually updates LPN Program Student Handbook assuring accurate and up-to-date content of program policies and procedures. Ensures consistency between Student Handbook, course syllabi, and Board of Nursing regulations.
- Coordinates all program faculty committees and advisory committees.
- Develop and maintain relationships with the external community that supports and hires from the program.
- Seek and maintain accreditation for the LPN Program.
- Represent the present and long-range needs of the program to the administration.
- Develop, oversee, and manage the annual LPN Program Program budget.
- Recruit, hire, orient, evaluate and develop faculty for the program.
- Develop faculty and program assessment processes and standards
- Provide leadership and support for collegiality, collaboration, and diversity among the faculty.
- Be flexible and adaptable given the changing landscape of higher education.
- Hold faculty and staff accountable for all aspects of their job.
- Participate in marketing, recruiting, and advising students.
- Teach courses in the program as appropriate.
- Engage in on-going professional development as needed.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

- Baccalaureate degree in nursing from an approved school of professional nursing (minimum requirement); Master's Degree preferred.
- Five years of combined nursing/administrative/educational work experience in patient care, nursing education, and/or educational administration..
- Strong skills in leadership and management.
- Hold Registered Nurse licensure in Pennsylvania.
- Have LPN/Nursing Program education experience

DESIRABLE KNOWLEDGE, SKILLS AND ABILITIES:

- Masters in Nursing or the desire to obtain
- Successful administrative experience
- Experience with accreditation processes
- Experience with distance learning delivery
- Experience with virtual labs and clinical experiences
- Collaborative leadership abilities
- Openness to all modalities of teaching and learning.
- Possess an innovative spirit with an openness to change.
- Prior experience with nursing regulations and nursing accreditation standards is a plus but not required.

- Excellent oral, written, and interpersonal skills

*Effective 1/1/22, Manor College is mandating the COVID Vaccination. If a Religious or Medical Exemption is approved, weekly testing will be conducted.

To Apply: Please submit a cover letter with salary requirements and 3 references to Dr. Marc Minnick
mminnick@manor.edu

EOE