Job Posting
Associate Degree Nursing Adjunct Instructor

Posting Date: 8/11/2015
End Date: Until filled

Cisco College is accepting applications for the position of Adjunct Instructor for the Associate Nursing Program. (There are two positions available). This position requires a Master’s in Nursing, a current license or privilege to practice as a registered nurse in the state of Texas, three or more years experience as a practicing nurse, evidence of teaching ability, maintenance of current knowledge and safety. Adjunct Instructor for the Associate Degree Nursing program at Cisco College provides instruction in assigned portions of lab, clinical, and participates in didactic instruction. This individual will report to the Coordinator of the ADN Program. This position will require flexible hours and the ability to work well with students, other faculty and clinical site personnel. The position will be based at the Abilene Educational Center of Cisco College and is a part-time/Adjunct position. Resume packages will be accepted until the position is filled.

Resume packages will be received via email, USPS, and fax, but email is preferred.

Please note: A complete resume package must include a completed Cisco College Application, resume, cover letter, teaching philosophy, unofficial/student copy of transcript(s), and copies of certificates/licenses. Please ensure all required documents are included with your submission. Thank you!

Please submit your complete resume package to:

Pam Page
Director of Human Resources
Cisco College
101 College Heights
Cisco, Texas 79437
Office: 254-442-5121
Fax: 254-442-5100
pam.page@cisco.edu

Cisco College is an Equal Opportunity Employer
CISCO COLLEGE
Job Description

Job Title: Associate Degree Nursing Adjunct Professor
Reports to: Coordinator for the Associate Degree Nursing Program
Updated: August 11, 2015

Job Summary:
Responsible for assisting with coordination of the Associate Nursing Program and teaching assigned portions of the curriculum, including Clinical Instruction.

Primary Duties
1. Student Instructor
   a. Continually evaluate the results of teaching
   b. Adjust methods of teaching or presentation in order to provide maximum educational opportunities to each student
2. Cooperate with the administration, departmental chairpersons and other members of the faculty in trying to improve our educational opportunities.
3. Attend to all duties in a prompt, conscientious, objective and professional manner.
4. Offer counseling and guidance to students.
5. Sponsor or assist with student activities when requested by the administration.
6. Attend faculty meetings that are called by the President, Vice-President of Learning Services or Director for Nursing Programs
7. Maintain currency in CPR.
8. Exhibit loyalty to the institution and support all college activities. Represent the institution favorably in scholarly groups, before the constituency and before the general public.
9. Participate in community affairs when availability allows.
10. Be familiar with the approval requirements of the Texas Board of Nursing and the accrediting processes of the Southern Association of College. Respond appropriately to an annual evaluation conference with the Director of the Vocational Nursing Program.
11. Regularly read publications in the discipline and in related fields to remain current. This activity will assure that materials covered in
courses and applied in clinical supervision are timely, accurate and oriented toward the realities of today’s workplace setting.

12. Be conversant with the Cisco College faculty constitution and by-laws to ensure active participation and facilitation of the school's goals and objectives.

13. Perform all other duties as assigned.

Minimum Qualifications:

1. Registered Nurse with current Texas licensure.
2. Evidence of teaching abilities and maintaining current knowledge, clinical expertise, and safety in subject area of teaching responsibility.
3. A minimum of a Master’s degree in Nursing is preferred; If the Master’s degree is in a discipline other than nursing shall hold a bachelor’s degree in nursing from an accredited baccalaureate program in nursing and shall have at least six semester hours of graduate level content in nursing appropriate to his/her teaching responsibilities.
4. At least three years of experience in varied nursing experiences.