

## **Job Description- Academic Advisor- Medical Education Department**

### **Position Summary:**

The Academic Advisor serves as a key student support professional within the Medical Education Department, providing individualized academic and career guidance to current and prospective students in the nursing and allied health programs. Advisors assist students with program selection, progression, registration, and academic success planning while fostering student retention and completion.

This position requires a comprehensive understanding of the college's health programs, admissions processes, licensure requirements, and clinical education pathways. Advisors serve as a liaison between students, faculty, clinical partners, and institutional offices to ensure a supportive, student-centered learning experience.

---

### **Essential Duties and Responsibilities:**

#### **Student Advising and Support:**

- Provide academic advising to pre-program and enrolled students in LPN, RN, LPN-RN Transition, PTA, and OTA programs.
- Assist students with program planning, course selection, registration, and understanding program prerequisites and degree requirements.
- Guide students through admissions and progression criteria, including GPA requirements, entrance exams, and background checks.
- Monitor student academic performance and implement early intervention strategies for at-risk students.
- Support students in developing academic success, time management, and study strategies.
- Provide guidance regarding transfer opportunities, licensure processes, and career pathways in healthcare.

#### **Student Retention and Success:**

- Collaborate with faculty and program directors to track student retention, progression, and completion data.
- Participate in retention initiatives such as orientation sessions, academic workshops, and mentoring programs.
- Coordinate outreach efforts to re-engage inactive or withdrawn students.
- Refer students to appropriate campus resources, including tutoring, counseling, and financial aid.

#### **Program Coordination and Communication:**

- Assist in the planning and coordination of new student orientation and advising sessions each semester.
- Maintain accurate and confidential student advising records in compliance with FERPA.
- Communicate effectively with faculty, clinical coordinators, and administrative staff regarding student progression and program changes.
- Stay current on changes in curriculum, institutional policies, and accreditation requirements affecting student advising.
- Contribute to departmental meetings and serve on committees related to student success and program development.

**Outreach and Recruitment:**

- Provide information and advising to prospective students through college fairs, information sessions, and community events.
- Collaborate with marketing and admissions teams to promote medical programs to potential applicants.
- Assist with departmental presentations and recruitment materials highlighting healthcare career pathways.

## **Job Description- Administrative Specialist- Medical Professions Department**

**Position Summary:** The Administrative Specialist provides advanced administrative and clerical support to the Medical Professions Department. This position supports daily operations, program coordination, student services, and faculty assistance for multiple health programs. The specialist ensures compliance with institutional, state, and accreditation requirements while maintaining efficient communication and organization across the LPN, RN, LPN-RN Transition, PTA, and OTA programs.

### **Essential Duties and Responsibilities:**

#### **Administrative Support:**

- Serve as the primary administrative contact for the Medical Professions Department.
- Manage departmental communications, including email, phone calls, and correspondence.
- Prepare and maintain student and program records in compliance with FERPA and accreditation standards.
- Assist with the preparation of program reports, accreditation documents, and site visit materials.
- Support ordering, inventory, and maintenance of departmental supplies and instructional materials.

#### **Student and Faculty Support:**

- Serve as a point of contact for students regarding program requirements, forms, and deadlines.
- Assist in managing student applications, background checks, immunization tracking, and clinical placement documentation.
- Maintain confidentiality of student records and assist faculty with grade submissions and attendance tracking.
- Facilitate communication between faculty, clinical partners, and administration.

#### **Data and Reporting:**

- Collect, enter, and manage data related to student enrollment, progression, retention, and licensure outcomes.

- Maintain electronic databases and departmental filing systems.

**Budget and Purchasing:**

- Process purchase orders, track expenditures, and assist with budget reconciliation for each program area.

**Compliance and Accreditation:**

- Support documentation and preparation for accreditation agencies such as ACEN (Nursing), CAPTE (PTA), and ACOTE (OTA).
- Assist with updates to program handbooks, policies, and procedures.
- Maintain awareness of college and state board compliance requirements for all medical professional programs.

## **Job Description- Director of Nursing Programs**

### **Position Summary:**

The Director of Nursing Programs provides visionary leadership and administrative oversight for all nursing programs, including the Licensed Practical Nursing (LPN), Traditional Registered Nursing (RN), and LPN-RN Transition programs. The Director ensures compliance with all Arkansas State Board of Nursing (ASBN) and institutional standards.

This position is responsible for curriculum development, program evaluation, accreditation reporting, faculty supervision, budget management, and fostering student success. The Director collaborates closely with faculty, staff, clinical partners, and college administration to maintain high-quality nursing education and to meet workforce needs in the community.

---

### **Essential Duties and Responsibilities:**

#### **Program Leadership and Administration:**

- Provide strategic direction, leadership, and oversight for all nursing programs.
- Ensure compliance with ASBN and institutional standards.
- Develop, implement, and evaluate program goals, policies, and outcomes.
- Supervise and evaluate nursing faculty and staff, providing mentorship and professional development.
- Prepare and manage program budgets, expenditures, and resource allocation.
- Coordinate faculty workloads, schedules, and clinical assignments.
- Oversee the development and revision of student handbooks, faculty handbooks, and program policies.

#### **Curriculum and Instruction:**

- Lead the design, assessment, and continuous improvement of the nursing curriculum in alignment with evidence-based practices and state requirements.
- Promote innovative teaching and learning strategies, including simulation, technology integration, and competency-based education.
- Collaborate with faculty to ensure alignment of course outcomes with program and institutional learning objectives.

- Review and approve all course syllabi and instructional materials for compliance and quality.

#### **Accreditation, Compliance, and Reporting:**

- Serve as the primary liaison with the Arkansas State Board of Nursing.
- Prepare annual reports and other documentation required by accrediting bodies.
- Maintain accurate program data on student enrollment, retention, completion, licensure pass rates, and job placement.
- Ensure timely submission of all compliance and accreditation documentation.

#### **Faculty and Staff Supervision:**

- Recruit, hire, and onboard qualified faculty and staff in accordance with institutional and accreditation standards.
- Conduct faculty performance evaluations and support ongoing faculty development.
- Facilitate faculty meetings, curriculum committees, and advisory board meetings.
- Promote a collaborative, supportive environment that fosters excellence in teaching and learning.

#### **Student Success and Retention:**

- Support student advising, progression, and remediation processes in collaboration with faculty and advisors.
- Implement retention strategies to reduce attrition and enhance student outcomes.
- Oversee admission, progression, and graduation processes for all nursing cohorts.
- Address student concerns and academic appeals in accordance with institutional policy.

#### **Community and Clinical Partnerships:**

- Maintain and expand clinical affiliation agreements with hospitals, clinics, and healthcare agencies.
- Serve as a liaison between the college and community healthcare partners to ensure alignment with workforce needs.
- Represent the nursing department at college, community, and professional events.

## **Job Description- Division Chair- Medical Education**

### **Position Summary:**

The Division Chair of Medical Professions provides strategic leadership, coordination, and administrative oversight for all nursing and allied health programs within the Medical Professions Division. This includes the Licensed Practical Nursing (LPN), Traditional Registered Nursing (RN), LPN–RN Transition, Physical Therapist Assistant (PTA), and Occupational Therapy Assistant (OTA) programs.

The Chair is responsible for ensuring academic excellence, program compliance, faculty and staff development, budgetary management, and alignment of all programs with institutional goals and accreditation standards. The Division Chair fosters a culture of collaboration, accountability, innovation, and student-centered learning to meet the healthcare workforce needs of the community and state.

---

### **Essential Duties and Responsibilities:**

#### **Leadership and Administration:**

- Provide leadership, supervision, and support to program directors, faculty, and staff across all medical professions programs.
- Oversee daily operations, long-term planning, and continuous improvement of all division programs.
- Ensure programs maintain compliance with applicable accrediting agencies, such as ASBN, CAPTE, and ACOTE.
- Facilitate interdisciplinary collaboration among programs to promote efficient use of resources and shared learning opportunities.
- Represent the division in institutional leadership meetings, strategic planning sessions, and community outreach initiatives.
- Lead the development and implementation of division-wide policies, procedures, and initiatives.

#### **Program Quality and Accreditation:**

- Ensure that all programs meet or exceed standards set by their respective accrediting and licensing bodies.
- Oversee preparation of self-studies, annual reports, and accreditation visits.
- Monitor key performance indicators including retention, completion, licensure pass rates, and job placement outcomes.
- Coordinate program reviews and data-driven decision-making processes for quality improvement.

#### **Faculty and Staff Supervision:**

- Recruit, hire, and evaluate program directors, faculty, and support staff in accordance with institutional policy.
- Promote faculty professional development, continuing education, and credentialing compliance.
- Support faculty in implementing evidence-based teaching, simulation, and clinical education practices.
- Facilitate division meetings and inter-program collaboration to align curriculum and outcomes.

#### **Budget and Resource Management:**

- Develop, manage, and monitor the division's operational budget.
- Prioritize and allocate resources effectively to support program needs, equipment, and technology upgrades.
- Oversee grants, special projects, and external funding opportunities related to medical education.
- Collaborate with IT and simulation staff to maintain high-fidelity simulation and laboratory resources.

#### **Curriculum and Academic Oversight:**

- Ensure all curricula meet institutional, state, and accreditation requirements.
- Support curriculum development, revision, and alignment across nursing and allied health programs.
- Encourage innovative instructional strategies, interprofessional learning, and use of simulation technology.
- Collaborate with advisory boards to ensure programs meet current industry and community workforce needs.

#### **Student Success and Retention:**

- Support student advising, recruitment, retention, and completion initiatives within the division.
- Promote inclusive practices and ensure equitable access to all programs.
- Respond to student concerns, appeals, and grievances in collaboration with program directors and student services.
- Oversee development of student handbooks, admission policies, and progression criteria.

#### **Community and Institutional Engagement:**

- Serve as liaison between the division, college leadership, and external healthcare partners.
- Strengthen clinical partnerships and develop new affiliation agreements to support clinical placement needs.
- Represent the college and division at community, regional, and state professional meetings.

- Collaborate with workforce development and marketing teams to promote division programs and outreach.

## **Job Description- Medical Program Technician**

### **Position Summary:**

The Medical Program Technician provides technical, operational, and instructional support to the Medical Professions Department. This position assists faculty and students by maintaining and operating high-fidelity simulation equipment, supporting classroom and laboratory technology, assisting with managing lab inventory, and ensuring the smooth operation of all simulation and skills lab environments across the nursing and allied health programs.

The technician works closely with the lab director and faculty to ensure simulation scenarios run effectively, provide IT and AV support during instructional activities, and maintains a safe, organized, and fully functional learning environment.

---

### **Essential Duties and Responsibilities:**

#### **Simulation and Equipment Operations:**

- Operate, program, and troubleshoot high-fidelity mannequins and simulation software (e.g., Laerdal, Gaumard, or equivalent).
- Prepare, stage, and dismantle simulation and skills lab setups based on faculty instructional needs.
- Collaborate with instructors to execute and record simulation scenarios and ensure realistic learning experiences.
- Conduct regular preventative maintenance, calibration, and functional checks on simulation and clinical lab equipment.
- Maintain an accurate log of repairs, maintenance schedules, and supply usage.

#### **Technology and IT Support:**

- Provide technical assistance with audiovisual equipment, computers, monitors, projectors, and simulation recording systems.
- Assist faculty with software setup and operation for simulations, virtual learning platforms, and lab technology.
- Serve as a liaison with the college IT department to address connectivity, equipment updates, and software integration.
- Manage and back up digital recordings of simulation sessions for review and debriefing.

#### **Lab Organization and Maintenance:**

- Maintain cleanliness, safety, and organization of all skills and simulation labs.
- Assist with orders, restocking, and tracking lab supplies, consumables, and medical equipment.

- Ensure all equipment is properly labeled, stored, and secured according to institutional safety protocols.
- Support faculty in preparing lab spaces for demonstrations, assessments, and practical testing.

**Instructional Support:**

- Assist instructors and students during lab and simulation sessions as directed.
- Demonstrate proper use of equipment and assist with skill validation sessions when appropriate.
- Ensure all safety protocols, infection control practices, and manufacturer guidelines are followed during lab activities.

**Administrative and Reporting Functions:**

- Maintain lab inventory databases and assist with budgeting and procurement requests.
- Support data collection for simulation utilization reports and program accreditation documentation.
- Participate in departmental meetings and provide input on technology improvements and simulation enhancements.

## **Job Description- Nursing Clinical Adjunct Faculty**

### **Position Summary:**

The Nursing Clinical Adjunct Faculty member provides clinical instruction and supervision to nursing students in healthcare settings. This role is vital to ensuring that students apply classroom and laboratory learning in real-world environments under safe, ethical, and evidence-based conditions.

Adjunct faculty work collaboratively with full-time faculty to evaluate student performance, foster professional behaviors, and promote clinical competence consistent with program outcomes and Arkansas State Board of Nursing (ASBN) standards.

---

### **Essential Duties and Responsibilities:**

#### **Clinical Instruction and Supervision:**

- Supervise and instruct nursing students in assigned clinical areas, ensuring safe and effective patient care.
- Demonstrate and model professional nursing standards, critical thinking, and evidence-based practice.
- Conduct pre- and post-clinical conferences to reinforce clinical objectives and integrate classroom theory.
- Evaluate student performance in clinical settings using established rubrics and documentation tools.
- Provide immediate, constructive feedback to students and communicate progress to lead faculty or the Director of Nursing Programs.
- Ensure compliance with clinical site policies, patient confidentiality (HIPAA), and infection control standards.

#### **Collaboration and Communication:**

- Work in partnership with course coordinators, full-time faculty, and clinical facility staff to support student learning.
- Participate in orientation sessions and faculty meetings as required by the program director.
- Report student attendance, progress, and concerns to the appropriate course or program coordinator.
- Maintain positive relationships with clinical site partners and serve as a professional representative of the college.

#### **Administrative and Professional Duties:**

- Complete required documentation including attendance, evaluations, and student performance reports in a timely manner.
- Attend assigned faculty development or compliance training sessions.
- Maintain current knowledge of clinical best practices and nursing education standards.
- Adhere to institutional and departmental policies, procedures, and accreditation guidelines.

## **Job Description- Nursing Faculty**

### **Position Summary:**

The Nursing Faculty member is responsible for providing high-quality instruction in both classroom and clinical settings, ensuring that nursing students acquire the knowledge, skills, and professional behaviors necessary for safe, competent, and ethical nursing practice.

This position supports the mission of the community college by fostering student success, promoting evidence-based nursing education, and maintaining compliance with the Arkansas State Board of Nursing (ASBN). Faculty members collaborate with colleagues in curriculum development, student advising, program evaluation, and continuous quality improvement.

---

### **Essential Duties and Responsibilities:**

#### **Instructional Responsibilities:**

- Teach assigned courses in the LPN and RN programs in classroom, lab, and/or clinical settings.
- Develop and deliver engaging, evidence-based instruction aligned with program outcomes and course objectives.
- Evaluate student learning through exams, skills assessments, simulation, and clinical performance.
- Maintain accurate student records, grades, and attendance in compliance with college and accreditation policies.
- Integrate current nursing practice standards, technology, and simulation into teaching.
- Ensure that all instructional activities promote critical thinking, cultural competence, and patient safety.

#### **Curriculum and Program Development:**

- Participate in curriculum design, review, and revision to maintain alignment with ASBN standards.
- Contribute to development and updating of course syllabi, handbooks, and instructional materials.
- Participate in assessment of student learning outcomes and program evaluation processes.
- Assist with preparation of accreditation documentation and site visit materials as needed.

#### **Clinical Coordination and Student Supervision:**

- Supervise students in clinical settings, ensuring safe and effective patient care under faculty oversight.
- Serve as a liaison between the college and clinical partners to maintain positive working relationships.

- Evaluate and document student performance and provide timely feedback to promote clinical competence.
- Uphold institutional and facility policies related to infection control, HIPAA, and professional conduct.

**Advising and Student Support:**

- Advise and mentor students regarding academic progression, licensure preparation, and professional development.
- Support retention initiatives by identifying and assisting at-risk students through remediation and referral.
- Maintain accessibility for student consultation through posted office hours and communication platforms.

**Professional and Institutional Service:**

- Participate in departmental meetings, committees, and faculty development activities.
- Engage in ongoing professional development to maintain clinical and instructional competence.
- Participate in community outreach, recruitment, and advisory board meetings as assigned.
- Contribute to the college's mission through collaboration, service, and continuous quality improvement.