



Mississippi Gulf Coast Community College

## Notice of Vacancy

**Location of Position:** Perkinston Campus, Perkinston, Mississippi

<b>Position Available:</b> Associate Degree Nursing and Practical Nursing Skills and Computer Lab Instructor 1 full-time position	<b>Classification:</b> <input type="checkbox"/> Administration <input checked="" type="checkbox"/> Faculty <input type="checkbox"/> Staff <input type="checkbox"/> Hourly
<b>Date Position Available:</b> December 2009	<b>Salary Scale:</b> Salary based on experience and education

### Qualifications & Experience:

**MANDATORY: (M1)** Master's degree in Nursing with at least (18) graduate semester hours from a regionally accredited institution of higher learning or a Baccalaureate degree and current enrollment in a Master's Program in Nursing with demonstrated satisfactory progression. **(M2)** Unrestricted license to practice as a registered nurse in the state of Mississippi or capable of obtaining such license before employment. **(M3)** Must obtain a criminal background check and fingerprint clearance in accordance with Mississippi Law (HB 1077). **(M4)** Minimum of one year of clinical experience with demonstrated competency. **(M5)** Effective oral, written and interpersonal communication skills. **(M6)** Familiarity with basic internet, e-mail, and word processing functions.

**DESIRABLE: (D1)** Master's degree and/or experience in adult health nursing. **(D2)** Community college and/or college-level and/or military teaching experience. **(D3)** Multi-media and/or online instructional delivery experience **(D4)** Simulation and/or Nursing Education Skills and Computer Lab Experience.

### The College:

The Mississippi Gulf Coast Community College District serves a four-county area with three major campuses, the Community Campus and four centers including: Perkinston Campus, Perkinston, MS; Jefferson Davis Campus, Gulfport, MS; Jackson County Campus, Gautier, MS. Additionally, Mississippi Gulf Coast Advanced Manufacturing and Technology Center, Gulfport, MS; Keesler Center, Biloxi, MS; West Harrison Center, Long Beach, MS; and George County Center, Lucedale, MS.

State and regional associations accredit Mississippi Gulf Coast Community College, and several programs are accredited nationally. Offerings include academic, technical degree, vocational skill and adult continuing education programs.

### Application Information & Deadline

For additional information on the position, contact:  
Bobbie Loveless  
Associate Vice President for Nursing and Allied Health  
10298 Express Drive  
Gulfport, MS 39503  
228-897-4364  
[bobbie.loveless@mgccc.edu](mailto:bobbie.loveless@mgccc.edu)

Alice O'Neal  
A.D.N. Department Chairperson, Perkinston Campus  
P.O. Box 548  
Perkinston, MS 39573  
601-928-6251  
[alice.oneal@mgccc.edu](mailto:alice.oneal@mgccc.edu)

Complete official college application form, resume, and transcripts will be received in the Human Resources Office until the position is filled. Review of applications will begin after:

**November 23, 2009**

Mail all documents to: **Human Resources Office**  
P.O. Box 609  
Perkinston, MS 39573  
E-mail: [human.resources@mgccc.edu](mailto:human.resources@mgccc.edu)

**Job Listing Web Address:** [www.mgccc.edu](http://www.mgccc.edu)

Mississippi Gulf Coast Community College is an Equal Opportunity Employer and welcomes students and employees without regard to race, color, religion, national origin, sex, age or qualified disability. For further information, contact the Equal Opportunity Officer at a Mississippi Gulf Coast Community College Center, Campus, or the Central Office. Compliance is coordinated by the Vice President for Administration and Finance, Perkinston Campus, P.O. Box 609, Perkinston, Mississippi 39573, telephone number 601-928-5211.

PER-GEN-42 (A-2/09)



## **JOB DESCRIPTION**

### **Associate Degree Nursing Instructor Skills and Computer Laboratories**

**GENERAL STATEMENT OF FUNCTION:** Performs as an instructor in nursing education to meet the needs of students in accordance with the purpose, philosophy, and objectives established by Mississippi Gulf Coast Community College and the Associate Degree Nursing Division. Responsible for the coordination, scheduling, assisting, and monitoring of skills and computer laboratories inventory. Responsible for instruction, evaluation and student use pertaining to both the Skills Laboratory and Computer Laboratory. The nursing instructor is responsible to the Campus ADN Department Chairperson for administering the duties and responsibilities of an ADN faculty member.

#### **DUTIES AND RESPONSIBILITIES:**

1. Establish and uphold a climate conducive to learning.
2. Be a professional and academic role model.
3. Be a positive team player on the ADN faculty team.
4. Value and respect each ADN student and faculty member.
5. Facilitate learning and serve as a resource person.
6. Supervise patient care administered by students including, but not limited to, all medication administration, treatments, and plans of care in the simulation laboratory or clinical area.
7. Evaluate student performance and progress.
8. Counsel ADN students regarding academic and clinical performance.
9. Maintain appropriate records.
10. Comply with the policies of the Mississippi Board of Nursing, health care agencies, the College, and the ADN department.
11. Follow the proper chain of command.
12. Participate with other faculty members in extra-curricular student activities.
13. Serve as a student advisor regarding academic matters.
14. Use technology to enhance instruction.
15. Maintain theory and clinical competence in assigned areas of teaching responsibility.
16. Facilitate Skills and Computer Laboratory experiences for the Practical Nursing Program, in addition to the Associate Degree Nursing Program, as scheduled by the ADN Department Chairperson.

#### **SPECIFIC CURRICULUM DUTIES:**

1. Plan and develop the curriculum for presentation to the students.
2. Use multi-media instructional techniques, including facilitation of in-depth simulation training in order to fully utilize manikins for quality clinical experiences.
3. Assist students to master the course content.
4. Improve instruction methods, content, and value of each course taught.
5. Integrate subject content with clinical experiences.
6. Evaluate the curriculum.
7. Coordinate rotations for clinical experiences.
8. Supervise clinical experiences on weekdays and/or weekends, days and/or evenings as assigned.
9. Provide instruction in the classroom, skills and computer labs, and clinical as assigned.



#### **SPECIFIC DEPARTMENTAL DUTIES:**

1. Comply with the standards of nursing education as set by the National League for Nursing Accrediting Commission, the Board of Trustees of Institutions of Higher Learning, and the Mississippi Board of Nursing.
2. Assist the Campus ADN Department Chairperson, according to established school policies and procedures, to recruit, select, retain, suspend, dismiss, and graduate students in order to assure that high standards are maintained.
3. Participate on departmental and division committees.
4. Participate with other faculty members in the development, implementation, and evaluation of the Division's philosophy, mission, objectives, and curriculum.
5. Exercise cost-effective use of resources.
6. Participate in problem solving.
7. Participate in continuing professional education.
8. Maintain a familiarity with Learning Resources Services available to ADN program.
9. Makes recommendations regarding improvements and updates for equipment, simulators, supplies, and software needs to the ADN Department Chairperson.
10. Perform duties as assigned by the Campus ADN Department Chairperson, Associate Vice President for Nursing and Allied Health, Campus Dean of Instruction, and Campus Vice President.
11. Maintain order and neatness in the Skills and Computer Laboratories.

#### **SPECIFIC COLLEGE DUTIES:**

1. Accept responsibility as outlined in the current college policy handbook.
2. Coordinate program with other departments.
3. Implement recommendation(s) from all regional accreditation agencies.
4. Participate in college activities, committees, and organizations.

#### **SPECIFIC COMMUNITY DUTIES:**

1. Establish and maintain rapport with the community through positive public relations.
2. Promote the ADN program and the College to the public.
3. Participate in professional nursing organizations.