Director of the Nursing Program
Maine College of Health Professions, Lewiston ME
Fulltime 12-month appointment

Come join a dynamic and nimble higher education institution that’s dedicated to student empowerment and support. The Maine College of Health Professions, proudly affiliated with the Central Maine Medical Family, has 125 years of nursing education experience and a solid reputation of graduating superior healthcare professionals. We are poised to make a more significant impact on our community as we move into online learning. We are developing a hybrid RN-BSN and seeking to expand our professional development offerings. The College is at an exciting time in its history, and MCHP is seeking a qualified and motivated Program Director to be a significant contributor by leading our Nursing program.

In addition to overseeing current nursing programming, the Nursing Program Director will help develop and implement the RN to BSN program from the ground up. He or she will be responsible for hiring, coaching, and mentoring instructors in academic methodology and delivery. The Director is also responsible for ensuring that all required record keeping and reporting are completed in a timely and accurate manner. In addition, he or she will serve on the College’s Administrative Council.

General Statement of Duties
The Director of the Nursing Program is directly responsible and accountable for ensuring the fulfillment of educational goals and objectives, and ensuring program compliance with related standards, including, but not limited to, the Maine Department of Education, the Maine State Board of Nursing, ACEN, and NEASC.

These responsibilities require leadership in both academic and workforce areas and include meeting student retention goals; directing and participating in educational planning; program organization; staffing, training and supervision of both full-time and part-time faculty; evaluating program faculty and student performance; motivating and advising students; helping to develop and maintain the program budget, and generating program reports as needed.

Major Responsibilities:
• Assess the instructional needs of nursing students and coordinate the development of a plan to address these needs
• Lead nursing faculty in curriculum development and instructional advancement
• Identify and address the professional needs of nursing faculty
• Oversee nursing class scheduling
• Assist in the development and management of the nursing program budget
• Oversee program evaluations, assessment, and accreditations, and prepare related reports
• Maintain quality assurance to remain compliant with all required agencies
• Assist and encourage full-time and part-time faculty with their professional development
• Review the College catalog on an annual basis with regard to program curricula, make appropriate recommendations, and lead related changes according to best practice
• Identify and recruit qualified nursing faculty
• Assist in the hiring and recruitment of new faculty across the College
• Supervise and evaluate both full-time and part-time faculty in the program
• Coordinate departmental textbook orders
• Maintain communication and work cooperatively with clinical instructors
• Identify and arrange for clinical sites and related preceptors
• Oversee preparation of clinical contracts and continually meet requirements for state and national regulations
• Assist with the development and coordination of distance education classes
• Work to ensure student compliance with immunization and background check requirements
• Serve on institutional committees as needed
• Address and respond to issues with background checks and immunization records
• Recruit for and maintain membership in the community-based Nursing Advisory Committee Actively participate in and support Open House and other recruitment activities, Orientation, Graduation, Pinning Ceremony, and other MCHP events

Requirements:
• Master’s Degree in Nursing from an accredited university or college
• Terminal degree or a plan to begin a program of study within 1 year of hire
• Five (5) or more years of acute care experience and three (3) or more years of teaching and academic administration experience in a post-secondary education setting or equivalent leadership experience
• Experience in curriculum, planning/development/implementation and evaluation in a post-secondary education program
• Certification in specialty area desirable

Skills:
• Excellent communication and collaboration abilities
• Superior interpersonal skills
• Innovation and creativity in problem solving
• Intermediate computer knowledge with emphasis on Word and Excel programs

The Maine College of Health Professions is a private, not for profit institution of higher education with no religious affiliation. The College is located in Lewiston, Maine with clinical affiliations at healthcare institutions throughout Maine. Central Maine Healthcare (CMHC) is the organizational parent of a family of healthcare providers serving western, central and coastal Maine. Major affiliates of CMHC are Central Maine Medical Center, Bridgton Hospital, Rumford Hospital, Maine College of Health Professions, long-term care facilities, clinics and a large regional multispecialty group practice. Collectively they provide healthcare services, health professions training and clinical research opportunities across a large region of predominantly rural western and central Maine.

The successful candidate will be eligible to participate in our Flexible Benefits Program. The complete package provides: health and dental insurance, life insurance, long-term disability insurance and flexible spending accounts. In addition, a generous paid time-off plan and several retirement plan options are also available.

To learn more about our College and our Academic Programs, please visit our website at: www.mchp.edu
To apply for this position, please contact:

Fred Frohardt  
Director of Professional Practice/Senior HR Business Partner  
Email: recruitment@cmhc.org  
Phone: 207-795-2392

We are an Equal Opportunity Employer.