

Sisseton Wahpeton College

Nursing Director

Title: Director of Nursing

Reports to: Vice President of Academic and Student Affairs

Salary: D.O.E.

Tour of Duty: Generally, 8:00 a.m. to 4:30 p.m. M-F but may require some evenings and/or weekends for special events and meetings.

Supervises: Nursing Department

Summary

Provides administrative direction and leadership to the department of Nursing; develops, implements, evaluates and maintains the programs of learning in accordance with accreditation/certification and regulatory agencies and College standards; develops and maintains relationships with state, regional, tribal and national health and professional organizations and regulatory agencies; and prepares and maintains program budgets and strategic plan.

Responsibilities/Duties

Student Success

- Advises perspective and current students of program requirements and policies, academic progress.
- Will teach classes, reduced load.
- Creation and maintenance of an environment conducive to teaching and learning.
- Use strategic teaching strategies to help students prepare for and pass the Nursing licensure exam.
- Promote student success measures, analyze data, and work with admissions to ensure transparency and objectivity in the application process.
- Evaluate the effectiveness of nursing and health occupation programs and services
- Maybe required to assist with events.
- Assists with registration
- Recruitment for the program
- Work with hospitals, clinics, and nursing care facility for scheduling practicums
- Locate, coordinate, and monitor student clinical sites and schedules.
- Responsible for providing clinical and administrative leadership in a hospital, nursing home, or other medical facility to maintain standards of patient care.
- Leadership within the faculty for the development, implementation, and evaluation of curriculum.

Strategic Academic Leadership

- Develops and directs the nursing program admission procedure
- Supervise and mentor new and existing faculty, including developing professional development plans.

- Plan, direct, and coordinate the work of assigned staff; develop clinical and classroom schedules; conduct regular meetings with staff; review and evaluate work products, methods and procedures.
- Stay informed about and ensure compliance with any changes to state approval/accreditation requirements.
- Conduct systematic program review.
- Represent the nursing program on the campus, in the community, and with the State Board of Nursing. Liaison with the central administration and other units of the College.
- Participate in professional organizations.
- Participate in college committees, facilitate faculty meetings, and advise other college staff on department-related matters.
- Recommendation of faculty for appointment, promotion, and retention.
- Facilitation of faculty development and performance review.

Expand Learning Opportunities

- Must actively and consistently recruit students to the College.
- Maintain and foster relationships with community partners and industry leaders to support the nursing programs and secure clinical placement sites.
- Coordinate and participate in the development of new programs in the nursing and health occupations field providing instructional support to enhance student success
- Acquire and maintain national accreditation for the associate degree program and develop and accredit a baccalaureate program.
- Lead the development of new online opportunities and quality assurance metrics.
- Lead initiatives to support and increase dual enrollment.

Budgets

- Provide leadership in seeking additional funding sources through private, state, and federal grants.
- Develop and administer the academic budget in collaboration with the Dean, Vice President, and Chief Financial Officer.
- Manage Nursing budgets and resources in Jenzabar
- Assist the PI with managing grant allocations; may serve as PI for grants.

Minimum Qualifications

- Minimum of a graduate degree in nursing or bachelor's degree in nursing with a graduate degree in another field, and a minimum of two years of experience in clinical nursing, nursing administration, or nursing education, or any combination of such experience, preferably in a practical nursing program. If an administrator does not possess a graduate degree, a plan of study (to obtain the degree) must be submitted. A maximum of five years is allowed for completion of the graduate degree;
- Be a Registered Nurse
- Must be FRIENDLY and have a POSITIVE ATTITUDE
- Current licensure in the state of South Dakota and any other state where he/she supervises student's clinical learning.

- Understanding of, respect for and commitment to, the mission of a Tribal College and Dakota Values.
- Demonstrated ability to identify and execute on opportunities to improve the student experience.
- Knowledge of principles and practices of program development and administration including methods and techniques of designing and implementing education programs and projects.
- Planning, organizational, and time management skills.
- Ability to work as a team player.
- Proficient with office software, Microsoft Word, Excel, PowerPoint, etc. Proficient with office machinery.
- Must have verbal and written communication skills to coordinate with other departments, answer public inquiries, and interact with significant and influential individuals.
- Ability to maintain high levels of confidentiality.
- Displays high standards of ethical conduct. The candidate is organized, compassionate, ethical, moral, integrity, and is hard-working.
- Requires strong leadership, communication, and organizational skills, along with in-depth knowledge of nursing education, accreditation standards, and healthcare trends. Works with minimal supervision. Demonstrates responsible behavior and attention to detail
- Sisseton Wahpeton College has a Drug Free Workplace Policy. An accepted offer will require a drug screen and pre-employment background screening as a condition of employment.

Preferred Qualifications

- Master's degree in Nursing
- Higher education experience
- Tribal college education
- Curriculum development experience.

How to apply:

Applicants are requested to submit the following materials to Crystal Renville, Human Resources Manager, cjrenville@swcollege.edu. Incomplete applications will not be processed.

1. A letter of interest, which addresses specifically how the candidate's experiences and qualifications intersect with the knowledge, skills, and abilities listed in the positing. The letter, no more than 3 pages, should address the listed responsibilities, required qualifications, and strategic priorities.

2. Submit a current curriculum vitae.

3. Submit a list of three professional references with email addresses, telephone numbers and a brief explanation of your professional relationship. (References will not be contacted without prior notification to the applicant.)

Application due date: July 18, 2025