



**American Samoa Community College**  
Academic Affairs Division – Nursing Department  
**EMPLOYMENT OPPORTUNITY**

**Position Title:** Program Director of Nursing  
**Employment Status:** Full Time 12 months (Career Service)

**General Description:**

The Program Director of Nursing reports directly to the Dean of Academic Affairs. The Program Director provides the necessary academic leadership, management, planning and personnel supervision to successfully meet the identified mission, goals and objectives of the Nursing Department. In addition, the program director of Nursing coordinates and directs all activities in developing, implementing, and managing the Nursing programs, which include Certified Nursing Aide, Practical Nursing, and Registered Nursing.

**Responsibilities and Duties:**

**Category I. Curriculum, Instruction, and Planning**

- Supervise the instructional and curriculum of the Nursing Department
- Work closely with the department chairperson and faculty in the pursuit of continued excellence in providing educational opportunities to students
- Take a leadership role in the development of the Nursing curriculum including new Nursing programs and courses as per the need of the community
- Work with Dean of Academic Affairs and department chairpersons in the assessment of all Nursing courses and also in the program review process
- Ensure program accountability by formal assessment of the programs including policies, procedures, facilities, resources and student outcomes: attrition, retention and performance of graduates
- Provide a curriculum and assessment that meets the requirements mandated by the appropriate agencies and act as a resource for curriculum development and oversee program evaluation

**Category II. Institutional Set Standards and Student Achievement**

- Work closely with Nursing Department chairperson and faculty in monitoring and tracking, of data in the achievement of Institution-Set Standards and Student Achievement
- Lead and work effectively with Nursing faculty in the evaluation, assessment, and implementation of student learning outcomes at all levels and the monitoring of Institution-Set Standards
- Work collaboratively with the department chairperson in the planning, development, assessment, and evaluation of Career Technical Education programs
- Coordinate the connection, analysis and interpretation of research data to support decision-making efforts related to Nursing program development and evaluation
- Work collaboratively with the department chairperson and faculty in the assessment and evaluation of program data, in providing guidance on the submission of course schedules, and in the ongoing review and monitoring of Institutional Learning Outcomes and Student Achievement

**Category III. External and Internal Partnerships and Entities**

- Oversee all established internal and external MOUs and MOAs for the Nursing program and instruction-related grants
- Oversee program advisory committees to assure instructional program changes are appropriate to the needs of students
- Develop and maintain articulation agreements for the Nursing programs with higher education institutions, health care agencies and other community organizations
- Work collaboratively with the Dean of Academic Affairs in the development of accreditation self-study reports and ensures necessary improvements
- Oversee all Nursing professional trainings to assure their appropriateness in meeting the needs of the community

**Category IV. Manage and Allocate Institutional Resources**

- Develop, coordinate and administer Nursing Department budget. Allocate resources of Nursing budget to provide for optimum functioning of the Nursing Department with final approval of the Dean of Academic Affairs
- Work collaboratively with Nursing chairperson in the allocation of funds to meet Nursing needs in alignment with Student Learning Outcomes
- Oversee established MOU with local agencies such as the Apprenticeship Program and other needed MOU with final approval of the Dean of Academic Affairs

**Category V. Recruit, retain, and support faculty and staff**

- Serve as academic adviser, helping students adjust to college life or prepare for entering the workforce
- Oversee the recruitment and hiring process of qualified faculty and adjunct faculty in the Nursing Department
- Monitor and evaluate the performance of Nursing faculty, offering suggestions for improvement or taking action against employees who violate school policy or don't fulfill their job duties
- Orient, assign, train and evaluate all Nursing faculty and staff. Report changes in faculty positions and recommend persons for faculty and/or staff replacement to appropriate agency with final approval of the Dean of Academic Affairs
- Provide the planning, implementation and maintenance of enrollment concepts and philosophies in instruction and learning opportunities for Nursing students and the community
- Work collaboratively with the Nursing Department chairperson in providing professional development and trainings for full-time and adjunct faculty

**Category VI. Administrative role**

- Provide leadership for the various programs and including Associate of Science Degree in Nursing (RN), Associate of Science in Practical Nursing (AS PN), and Certificate of Completion in Nurse Aide (CNA), maintain program quality, and prepare reports needed for continued approval of the Nursing program

**Minimum Qualifications:**

- Master's degree in General Education disciplines or Certified Credentials in Nursing; or Master's degree in Educational Leadership
- Ten years of direct experience
- Professional knowledge in Nursing Education

**Salary:** GS-16/01-05: \$54,924.00 - \$59,604.00 per annum

**Application Deadline:** February 11<sup>th</sup>, 2025 no later than 4:00pm

Applications are available from the American Samoa Community College, Human Resources Office at 699-9155 Ext. 460/466/456/474, 699-2722 ext 3601/3602/3603/3604/3605/3606 or online at [www.amsamoa.edu/employmentopportunities](http://www.amsamoa.edu/employmentopportunities) or by emailing [ascchumanresources@amsamoa.edu](mailto:ascchumanresources@amsamoa.edu).

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