

**POSITION:** Full-time Nurse Aide Program Coordinator

**POSITION DESCRIPTION:**

This full-time, twelve-month position involves a variety of educational and administrative responsibilities under general supervision.

**KEY RESPONSIBILITIES:**

* **Instructional Duties:**
  + Teach courses in various formats, including face-to-face, hybrid, and online, as required.
  + Evaluate student progress toward achieving educational goals and objectives.
  + Provide academic advising and guidance to students.
* **Program and Resource Management:**
  + Request and maintain instructional supplies and equipment.
  + Prepare and manage budget requests for program needs.
  + Ensure safety and security standards are upheld in the training environment.
* **Professional Development and Collaboration:**
  + Participate in staff development training, workshops, seminars, and conferences.
  + Serve on college committees and contribute to institutional initiatives.
  + Collaborate with students, staff, and other educators to address instructional and programmatic issues.
* **Student Support and Program Compliance:**
  + Assist with student recruitment, retention, and job placement efforts.
  + Follow program guidelines and requirements as outlined by the Department of Community Health, under the guidance of the State Contractor, for Nurse Aide Training Programs.
* **Program Coordination:**
* Oversee the development, implementation, and instruction of nurse aide and related programs.
* Manage curriculum design, program budget, and both full-time and adjunct faculty.
* Maintain program certification requirements, as appropriate.
* Prepare and maintain all required documentation and administrative reports.
* Fulfill all duties required of a Program Coordinator by the Department of Community Health under the guidance of the State Contractor designated to oversee state-approved Nurse Aide Training Programs.

**WORK LOCATIONS:**

* Assignments will take place on the Vidalia, Swainsboro, and/or area high school campuses.

**MINIMUM QUALIFICATIONS:**

* Associate Degree in Nursing from a regionally accredited institution.
* Registered Nurse. Applicants must have a current active Georgia Nursing License in good standing with Georgia Board of Nursing. License cannot have the following status codes: probation, suspended, expired, lapsed, inactive, pending, renewal pending, revoked or surrendered.
* Minimum of two years nursing experience. At least 1 year of nursing experience must be providing long-term care services as a Registered Nurse.

**PREFERRED QUALIFICATIONS:**

In addition to the minimum qualifications,

* Prior teaching experience in a post-secondary or technical education setting required, including knowledge of principles and techniques of educational methods, proficiency in preparation and delivery of instruction, curriculum design, teaching using standards of educational and professional practice, and experience with online learning modalities.
* Administrative and teaching experience in a nurse aide program, including nurse aide certification procedures.
* Must have completed the Georgia Nurse Aide Training Program’s Train the Trainer workshop and be a state approved coordinator or be eligible to complete within 60 days (2 months) of employment.

**SALARY/BENEFITS:** Salary is to be commensurate with education and work experience. Benefits include paid state holidays, annual leave and sick leave, and the State of Georgia Flexible Benefits package.

**APPLICATION DEADLINE:** Open until filled

**APPLICATION PROCEDURES:** All application packets MUST be completed via the [Online Job Center](http://www.southeasterntech.edu/about-stc/employment.php). As part of the application process, interested candidates will also be required to upload other documents such as a letter of interest, resume, and transcripts (see job center listing for more details). For more information regarding this position or application instructions, please contact the Human Resources Office at 912-538-3230 or [mwalker@southeasterntech.edu](mailto:mwalker@southeasterntech.edu)

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