

**POSITION:** Full-time Nurse Aide Program Coordinator and/or Instructor

**POSITION DESCRIPTION**: Full-time twelve (12) month faculty position.  Under general supervision, duties include but are not limited to instruction, advisement of students, participation in college committees, and participation in professional enhancement. Teaches face-to-face, hybrid, and online classes as needed. Evaluates students' progress in attaining goals and objectives. Requests and maintains supplies and equipment and prepares budget requests. Attends staff development training, workshops, seminars, and conferences. Ensures safety and security requirements are met in the training area. Meets with students, staff members, and other educators to discuss students' instructional programs and other issues. Assists with recruitment, retention, and job placement efforts. Follows program guidelines and requirements set forth by the Department of Community Health under the guidance of the State Contractor as designated to oversee state-approved Nurse Aide Training Programs.

Based upon appropriate qualifications, additional duties for program coordination include responsibility for the ongoing development, implementation, and instruction of the nurse aide and related programs; curriculum design and development, program budget; management of full-time and adjunct faculty. Maintains program certification requirements, as appropriate. Prepares and maintains all required documentation and administrative reports. In addition, accomplish all program coordinator’s duties required by the Department of Community Health under the guidance of the State Contractor designated to oversee state-approved Nurse Aide Training Programs.

Work assignments make take place on the Vidalia, Swainsboro, 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.

**PREFERRED QUALIFICATIONS**

In addition to the minimum qualifications,

* Program Coordinatormust have at least 1 year of nursing experience must be in the provision of long-term care services as a Registered Nurse.
* 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 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 [ljonas@southeasterntech.edu](mailto:ljonas@southeasterntech.edu)

*As set forth in its student catalog, Southeastern Technical College does not discriminate on the basis of race, color, creed, national or ethnic origin, sex, religion, disability, age, political affiliation or belief, genetic information, veteran status, or citizenship status (except in those special circumstances permitted or mandated by law).*

*Helen Thomas, Section 504 Coordinator, Room 165, 912-538-3126*

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