



## VACANCY ANNOUNCEMENT

**Position Title: Director of Nursing and Health Programs**

**Position #: 400520**

**Position Status: Full-Time**

**Reports To: Vice President of Academic and Student Affairs**

### **DUTIES AND RESPONSIBILITIES:**

Under the supervision of the Vice President of Academic and Student Affairs the Director of Nursing and Health Programs will:

1. Provides effective leadership, vision, and commitment to support faculty and staff to enhance current programming and develop new programming in Nursing and other Health Programs.
2. Researches, develops, expands and evaluates the Nursing and Health Programs, with input from faculty, students, advisory committees and community.
3. Develops and implements recognized assessment techniques and teaching methodologies that are used by the health occupations faculty for the purpose of measuring student achievement.
4. Prepares, recommends, and administers program budgets consistent with the mission and purposes and strategic initiatives of the college.
5. Responsible for the overall program effectiveness of the health care program including Nursing, Nurse Aid, Medical Lab Technology and Emergency Medical Services. Supervises and evaluates assigned faculty/staff.
6. Participates in the planning, teaching and evaluating the theory, laboratory and clinical experience for students. Teaching responsibilities will not exceed 40% of the workload.
7. Develops course schedule for nursing and health programs for each instructional term.
8. Responsible for student recruitment, advising and outreach to communities served by Otero College.
9. Assures compliance of nursing and health programs with the requirements of the system office, CDHE, Higher Learning Commission/North Central Association, and other state and federal regulatory agencies.
10. Participates in faculty meetings, committees, and campus activities.
11. Willing to participate in state meetings by distance technology or travel
12. Demonstrates competent leadership abilities, maintain positive interpersonal relationships with faculty, staff and students.
13. Collaborates with other outside entities for acquisition and management of grants
14. Develops and maintains community partnerships to support the education programs including coordinating and monitoring clinical sites.
15. Collaborates with Director of Perkins and Career and Technical Education Compliance to complete specific CTE program requirements for each assigned program—program approvals, 5-year program plans, Plans of Study, VE 135 graduate survey, advisory committee meetings and external certifications.
16. Other duties as assigned.

*See Human Resources for a complete job description.*

### **Minimum Qualifications:**

- An earned Master's degree in Nursing or in a program to obtain Master's degree
- Two (2) years of full-time, or equivalent, clinical experience as a practicing registered nurse.
- Holds or is willing to obtain a Colorado Registered Nurse License
- Holds or is willing to obtain a CTE Credential

**Preferred Qualifications:**

- Two (2) years of full-time, or equivalent, experience in teaching in an approved Nursing and/or Allied Health Education Program.
- Experience in program planning and program development
- Experience in staffing, evaluation, and fiscal operations
- Prior experience with educational program accreditation
- Experience in institutional assessment
- Experience in administering academic and career and technical education programs (i.e. Carl Perkins)
- Strong oral, written, interpersonal and public communication skills
- Strong computer skills
- Ability to work collaboratively with internal and external constituent groups
- Commitment to a progressive environment providing quality education and supportive services to students
- Demonstrated commitment to supporting and serving diverse student populations, with special emphasis on first-generation, low-income, and students of color.
- Educational philosophy in alignment with that of a small rural, comprehensive Community College and enthusiasm for this type of environment and the aspirations of its people.

**SALARY:**

\$82,000- \$86,000 with excellent benefit package including PERA retirement, health, vision, dental and life insurance  
12-month administrative position

**APPLICATION INSTRUCTIONS****For consideration, an applicant file must contain:**

1. Cover letter that addresses the minimum and preferred qualifications
2. Resume
3. Copies of transcripts (A.A., B.A., and M.A.)
4. Names, addresses, and phone numbers of 3 professional references

**APPLICATION DEADLINE**

Open Until Filled – 1<sup>st</sup> review of applications will be October 14, 2021

**POSITION START DATE:**

As soon as possible

**Submit Application Packet To:**

Otero Junior College  
Attn: Kelsey Barbee  
Director of Human Resources  
1802 Colorado Ave  
La Junta, CO 81050  
FAX: (719) 384-6947

**Or Email To:** [kelsey.barbee@ojc.edu](mailto:kelsey.barbee@ojc.edu)

**Inquiries May Be Directed To:**

Kelsey Barbee  
(719) 384-6824

*Applicants must submit to and pass a background check before an offer of employment can be extended.*

## Notice of Non-Discrimination

Otero Junior College prohibits all forms of discrimination and harassment including those that violate federal and state law or the State Board for Community Colleges and Occupational Education Board Policies 3-120 and 4-120. The College does not discriminate on the basis of sex/gender, race, color, age, creed, national or ethnic origin, physical or mental disability, veteran status, pregnancy status, religion, genetic information, gender identity, or sexual orientation in its employment practices or educational programs and activities. Otero Junior College will take appropriate steps to ensure that the lack of English language skills will not be a barrier to admission and participation in vocational education programs.

The College has designated Kelsey Barbee, Director of Human Resources, as its AFFIRMATIVE ACTION (AA), OFFICER, EQUAL OPPORTUNITY (EO), AND TITLE IX COORDINATOR with the responsibility to coordinate its civil rights compliance activities and grievance procedures. If you have any questions, please contact Kelsey Barbee, Director of Human Resources at 719-384-6824, [kelsey.barbee@ojc.edu](mailto:kelsey.barbee@ojc.edu), or 1802 Colorado Ave. McDivitt Hall Room #140, La Junta, CO 81050.

You may also contact the Office for Civil Rights, U.S. Department of Education, Region VIII, Federal Office Building, 1244 North Speer Boulevard, Suite 310, Denver, CO 80204, telephone (303) 844-3417.

*The Federal Clery Act (The Student Right to Know and Campus Security Act of 1990) requires all institutions of higher learning to make available to prospective employees the agency's Annual Security Report/Campus Crime Statistics. A paper copy of this report can be obtained at the Student Services Center upon request or at: <http://www.ojc.edu/content/marketing/catalog.pdf>. This report includes statistics for the previous three years concerning crimes that occurred on campus or on property controlled or owned by Otero Junior College, as well as public property within, or immediately adjacent to and accessible from, our campus.*

*Former employees of the Colorado Community College System or one of its 13 colleges, who were disciplinarily terminated or resigned in lieu of termination, must disclose this information in your application packet*

**Qualified protected class individuals are encouraged to apply**

Otero Junior College must comply with the Immigration Reform and Control Act of 1986. If hired you will be required to provide documents to show your identity and authorization to work. In addition, Colorado fiscal rules require direct deposit for all new employees.

## ABOUT OTERO JUNIOR COLLEGE:

Founded in 1941, Otero Junior College is a state two-year community college with approximately 1500 students (1250 FTE) made up of traditional, non-traditional and international students. The college is governed by the State Board for Community Colleges and Occupational Education. OJC is located on an attractive 40-acre campus on the southern edge of La Junta, Colorado. The college is a full-service campus with dormitory housing, food service, men's and women's varsity intercollegiate athletics, and state-of-the-art educational technology. The city of La Junta has a population of approximately 8,000 and is located on Highway 50, sixty miles east of Pueblo. The college serves the residents of Otero, Bent, and Crowley counties. This rural geographic area in southeast Colorado is primarily agriculture based and has a population of approximately 33,000 people. Students at OJC can earn degrees in Associate of Arts, Associate of Science, Associate of Applied Science, Associate of General Studies or an Associate Degree in Nursing. Students who wish to pursue vocational occupations will find over a dozen one- and two-year certificate programs available. Career and Technical Education certificate programs at OJC include:

- Advanced Ag/Business Management
- ABM Financial Analysis
- Ag/Business Marketing and Risk Management
- ABM Records and Business Planning
- Rural Business Entrepreneurship
- Cosmetology
- Hair Stylist
- Nail Technician
- Esthetician
- Crop Production
- Intro to Horticulture
- Horticulture
- Emergency Medical Technician
- EMT Intermediate
- Community Health Worker
- Law Enforcement Training Academy
- Livestock Production
- Agriculture Production Management
- Artificial Insemination
- Nurse Aide

Practical Nursing  
Phlebotomy  
Oxyacetylene  
Welding Fundamentals I  
Welding Fundamentals II  
Welding Production  
Advanced Welding Pipe  
Advanced Welding Railroad

To learn more about Otero Junior College, visit the college's website at [www.otero.edu](http://www.otero.edu).

**OJC MISSION STATEMENT:**

To provide quality higher education that is accessible, transforms lives, expands employment opportunities, enriches our communities, promotes individual and global cultural diversity, and fosters economic development.