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Idaho Falls, ID
(208) 524-3000

WEBSITE:

<http://www.cei.edu/hr>

EMAIL:

hr@cei.edu

Non-Classified

Opening

RN Instructor/Assistant Nursing Administrator

Non-Classified Classification

College of Eastern Idaho

Open for Recruitment: Open until filled. First application review will be the week April 2, 2018. Start date of 7/1/2018– interested candidates are encouraged to apply *as soon as possible*.

Full Time - \$52,000-\$58,000 annually plus Competitive Benefits

Location(s): Idaho Falls

SPECIAL NOTIFICATION: Incumbent will report directly to the Division Manager of Health Care professions. This position is exempt from classified state service and the rules of the Division of Human Resources and the Idaho Personnel Commission.

CLASS PURPOSE:

Providing instruction to post-secondary students in assigned content area and developing related instructional materials (such as syllabus, lectures, course materials, evaluation tools, classroom activities, and others). Instructors are also expected to maintain consistent Office Hours, and to attend in-service meetings each semester.

RESPONSIBILITIES:

- Work hand in hand with Nursing Administrator
- Work toward ACEN accreditation requirements ready to submit for site visit within two-year time period.
- Oversee curriculum for both LPN and RN program including outcomes
- Participate as representative for EITC Nursing program with CNEL, INEC and NLI.
- Attend leadership in-services presented by Nurse Administrator
- Monthly mentorship meetings with Nursing Administrator- assignments may be given
- Teach as assigned
- Clinical or lab time as assigned
- Meet with LPN students as issues arise and help with intervention as needed
- Participate in decision making for both nursing programs in such areas as application process, program changes, books and testing materials.

ASSIGNMENT RESPONSIBILITIES INCLUDE:

Instruction of Nursing courses. Duties relating to administration of program as determined.

MINIMUM QUALIFICATIONS OR REQUIREMENTS:

Master's Degree in nursing.

PHYSICAL DEMANDS INCLUDE:

Delivering course instruction includes the ability to lift files or instructional materials, open filing cabinets; and bend, sit, or stand as necessary.

WORK ENVIRONMENT: This job operates in a professional office environment. This role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets and fax machines.

HOW TO APPLY:

Electronically submit a completed application packet (in .pdf or Word format) to hr@cei.edu. The application packet must include the following:

1. State of Idaho Employment Application (located at <http://www.cei.edu/falcons/resources/hr/cei-employment-application-10-2017.pdf>)
2. Cover Letter detailing your experience and indicating your interest in the position
3. Resume
4. Unofficial Transcripts
5. Three Professional References with direct contact information

Incomplete packets will not be accepted. Official transcripts required upon hire.

For additional questions contact: **Human Resources at (208) 535-5495** or by email at hr@cei.edu

AA/EOE/ADA

Hiring is done without regard to race, color, religion, national origin, sex, age or disability. In addition, preference may be given to veterans who qualify under state and federal laws and regulations. If you need special accommodations to satisfy testing requirements, please contact the Division of Human Resources.