

| | | | |
|---|--------------------------------|--|--------------|
| Job Title: | Adjunct Online APRN Instructor | Hourly/Salary: | Salary |
| Department/Area: | School of Nursing | Classification: | Exempt |
| Location: | Main Campus | Travel Required: | N/A |
| Hourly/Salary Range: | | Position Type: | Part-time |
| HR Contact: | Jason Lawson | Date posted: | 07/11/2018 |
| Position Fill Date: | | Posting Expires: | Until Filled |
| External posting URL: | www.campbellsville.edu | | |
| Internal posting: | Human Resources Board | | |
| Applications Accepted By: | | | |
| Fax: (270)-789-5180 E-mail: jobs@campbellsville.edu Subject Line: Adjunct Online APRN Instructor Attention: Jason Lawson | | Mail: Director of Human Resources Campbellsville University 1 University Drive UPO 944 Campbellsville, KY 42718 | |
| Job Description | | | |
| <p><i>Preferred Qualifications:</i> A successful candidate must possess a current unencumbered APRN Nursing License, current national certification as a Family Nurse Practitioner, with preferred doctoral-level preparation. 1 year of related experience, including clinical experience, teaching, and/or research experience.</p> <p>The candidate must have a stable Internet connection and necessary hardware and software to enable him or her to communicate effectively with students online and to use the Internet tools associated with the learning management system. The instructor must also have a viable phone system (either landline or cellular) to communicate with students as needed.</p> <p><i>Skills Required:</i> The successful candidate must have excellent written and verbal skills, teaching skills, time management and organizational skills, interpersonal skills, advanced computer skills, and English proficiency. The candidate must be punctual, friendly, reliable, patient, creative, and energetic, and work well independently. The candidate must be supportive of the mission, vision, and core values of Campbellsville University and the School of Nursing.</p> <p><i>Duties:</i></p> <p>Duties of the qualified online nursing instructor include:</p> <ol style="list-style-type: none"> 1. Teach courses as assigned. 2. Work with the learning management system (LMS) to develop, design, and update selected courses according to the subject(s) assigned. 3. Grade weekly discussions, written assignments, quizzes and other measures of learning in a timely manner. 4. Contact students via email or LMS messaging system on a regular basis. Respond to students' email requests or concerns within 24 hours. 5. Follow-up with students who appear disengaged, do not participate actively in the online setting. 6. Provides opportunities for online class discussions and questions and displays enthusiasm about the students, the subject matter, and the learning process. | | | |

7. Incorporates higher-level learning (i.e. application, analysis, synthesis and evaluation) by giving students opportunities to develop information literacy and problem-solving skills.
8. Grading of exams, quizzes, and papers and provides timely feedback to students.
9. Treats students' academic needs seriously by being accessible for academic consultation, via phone or e-mail.
10. Maintain virtual office hours with posted times when students can reach the instructor either via phone or via videoconferencing in the LMS or on Skype or Facetime
11. Creates an interactive online classroom environment.
12. Creates an atmosphere of mutual respect in the online classroom by avoiding inappropriate comments or jokes that refer to any individual, social group, the university, company, or competitor.
13. Post course announcements to students.
14. Post a weekly devotional for students.
15. Observe and track student progress with anticipated student learning outcomes and deliver appropriate feedback to students.
16. Participate in monthly faculty meetings and APRN committee meetings (as assigned) via videoconferencing mechanism or in person.
17. Maintain expertise in the chosen field of study through professional development.
18. Demonstrate scholarship through academic pursuits in chosen field of study: participation in professional organizations, publications, and presentations within the field.
19. Revise assigned courses to reflect program outcomes, ACEN and MSN Essentials, state board of nursing minimum standards, current evidence and best practice.
20. Advise the APRN Program Director of any concerns with student progress and with issues related to delivery of classes or the program.
21. Abides by University and School of Nursing policies

Campbellsville University, a comprehensive Christian institution offering undergraduate (associate and baccalaureate) and graduate (master's level) programs, stresses academic excellence solidly grounded in the liberal arts, personal growth, integrity, and fellowship within a caring environment. Campbellsville University is centrally located in the heart of Kentucky and has been listed in US News and World Report as one of "America's Best Colleges" for 18 consecutive years. The University seeks to prepare students to enrich their own lives through lifelong learning, to contribute to their respective disciplines through continued scholarship, and to advance society as Christian servant leaders. An employee of Campbellsville University is expected to participate in the life of a local church in keeping with the spirit of the institutional mission statement and core values. The individual employee is expected to conduct him, or herself, both on campus and off, in a manner becoming an employee of a Christian institution, and the employee should uphold the highest standards of conduct in terms of honesty, truthfulness, respectful attitude, and conduct toward others. Each individual associated with Campbellsville University is to perform his or her daily responsibilities mindful of the intent of the institutional mission statement and core values.

| | | | |
|------------------|--------------|------------|------------|
| Reviewed By: | | Date: | |
| Approved By: | Jason Lawson | Date: | 07/11/2018 |
| Last Updated By: | | Date/Time: | |