




Section I. – Job Details

Job Title:	Full Time Online Instructor for BSN Program	Hourly/Salary:	Salary
Department Area:	Nursing	Classification:	Exempt
Location:	Online	Travel Required:	No
Reports to:	Dean of the School of Nursing	Position Type:	Full-Time
Position Fill Date:	5/31/2023		

External Posting URL – www.campbellsville.edu

Internal Posting – Human Resources Job Board

Section II. – Application Submission Information

<p style="text-align: center;">FAX</p> <p>(270) 789-5180</p> <p>Subject Line: Full Time Online Instructor for BSN Program</p> <p>Attention: HR Director</p>		<p style="text-align: center;">EMAIL</p> <p>jobs@campbellsville.edu</p> <p>Subject Line: Full Time Online Instructor for BSN Program</p>	
<p style="text-align: center;">ONLINE</p> <p>Click Link Below</p> <p>APPLY HERE!</p>		<p style="text-align: center;">MAIL</p> <p>Director of Human Resources Campbellsville University 1 University Drive, UPO 944 Campbellsville, KY 42718</p>	
		<p style="text-align: center;">Scan QR Code</p> 	

Section III. – Job Description

Job Summary:

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. He or she must be punctual, friendly, reliable, patient, creative, energetic, and work well independently.

Job Responsibilities:

Duties of the qualified online nursing instructor include:

1. Teach a minimum of 30 contact hours per year. Some of these hours may be designated for special projects as assigned by the coordinator of the program or the Dean of The School of Nursing.
2. Full-time faculty are required to attend Fall (December) and Spring (May) graduation and commencement activities and all Faculty Workshops that include full University, SON, and Department workshops.
3. Work with the learning management system (LMS) to develop and design selected courses according to the subject(s) assigned.
4. Grade weekly discussions, written assignments, quizzes, and other measures of learning in a timely manner.
5. Contact students via email or LMS messaging system on a regular basis. Respond to students' email requests or concerns within 24 hours.
6. Follow-up with students who appear disengaged, do not participate actively in the online setting.
7. Post course announcements to students.
8. Post a weekly devotional for students.
9. Maintain virtual office hours totaling 8 hours per week with posted times when students can reach the instructor either via phone or via videoconferencing in the LMS, Zoom, or Facetime.
10. Advise students as assigned.
11. Maintain student records.
12. Observe and track student progress with anticipated student learning outcomes and deliver appropriate feedback to students.
13. Participate in monthly faculty meetings and BSN committee meetings (as assigned) via videoconferencing mechanism.
14. Maintain expertise in the chosen field of study through professional development.
15. Demonstrate scholarship through academic pursuits in chosen field of study: participation in professional organizations, publications, and presentations within the field.
16. Demonstrate service to the University through performing research for new programs and for policies related to the conduct of these programs and communicating to appropriate personnel.
17. Advise the Coordinator of the RN-to-BSN Program of any concerns with student progress and with issues related to delivery of classes.
18. Develop curricula and/or redevelopment of courses as requested by the Coordinator of the RN-to-BSN Program.
19. Serve and participate in University, School of Nursing, or Department Committees as assigned by the Coordinator of the RN-to-BSN Program or Dean of the School of Nursing.
20. Remain current in online pedagogy strategies and innovative online educational design.
21. Direct, supervise, and evaluate MSN (Master of Science in Nursing) students in the Nursing Education track.
22. Advance the mission of the University and School of Nursing by participating in institutional advancement, professional development, and community service in the pursuit of excellence.

Skills/Qualifications:

Preferred Qualifications:

A successful candidate must possess a Ph.D. in Nursing or a Doctor of Nursing Practice (DNP) degree with two years of experience teaching nursing in the online delivery format and demonstrated expertise in the subject matter assigned.

Minimum Qualifications:

A Master of Science in Nursing with an emphasis in nursing education and a minimum of two years teaching experience in the nursing field, at least one year of that experience in the online format. Unencumbered licensure as a registered nurse in Kentucky or a compact state is required. The candidate must have a stable Internet connection and the 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.

Essential Duties:

- Working hours necessary to perform job requirements satisfactorily on a regular basis.
- Managing absences from work in a responsible manner to ensure service to university faculty, staff and students.
- Complying with Campbellsville University policies and practices and seeking clarification of them when necessary.
- Honor the mission of Campbellsville University and abide by rules and regulations and Standards of Conduct outlined in the Administrative Policies and Procedures Manual.

Campbellsville University is a comprehensive, Christian institution that offers pre-professional, undergraduate and graduate programs. The university is dedicated to academic excellence solidly grounded in the liberal arts that fosters personal growth, integrity and professional preparation within a caring environment. The university prepares students as Christian servant leaders for life-long learning, continued scholarship, and active participation in a diverse, global society.

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.

Employees must be able to perform the essential functions of the position with or without reasonable accommodations.

Section IV. – For HR Use Only

Approved by Human Resources 9/7/2022

Posted Internally 9/7/2022

Posted Externally 9/7/2022