

## **LVN Evening Coordinator**

Are you searching for an academic environment where your nursing education knowledge, skill, and expertise will be used to contribute to the creation of a nationally recognized, single-purpose nursing college? Galen College of Nursing currently seeks an LVN Evening Coordinator to provide oversight and direction to the staff employed and students enrolled in an evening nursing program. The Program Coordinator will be responsible for the operational success of the evening program.

Galen College of Nursing is an innovative institution of higher learning dedicated to nursing education and is one of the largest private nursing colleges in the United States. As a result, all of our resources are invested into the education of our students and the ongoing professional development of our faculty. Based in Louisville, Ky., with branch campuses in Cincinnati, San Antonio, and Tampa Bay, Galen is committed to ensuring institutional quality, providing a collaborative environment, and facilitating student success. Galen's board of directors includes nationally recognized leaders in nursing and education and a strong, collegial leadership team.

To learn more about Galen College of Nursing, visit [galencollege.edu](http://galencollege.edu). If you are interested in applying for this position, please submit a resume via fax (877.737.9763) or e-mail [hr@galencollege.edu](mailto:hr@galencollege.edu).

### **Position Responsibilities:**

1. Oversee and assist with the hiring, training, and mentoring of program staff.
2. Oversee admissions process of program through interviewing and selecting new applicants.
3. Review curriculum regularly in collaboration with faculty to ensure proper content is taught.
4. Provide administrative discipline and conflict resolution between program staff and/or students.
5. Active member of Admissions, Progressions, & Graduation Committee.
6. Facilitate HESI testing for all program students.
7. Construct schedule of classes, assignment of clinical sites, and assignment responsibilities for faculty, providing classroom instruction personally as needed.
8. Observe faculty and students in classroom, clinical, and laboratory settings to evaluate quality of instruction and/or classroom environment.
9. Evaluate adequacy of testing with the nursing program and student performance on the NCLEX.
10. Ensure students receive adequate faculty counseling and assist with referrals to school counselor.
11. Keep Dean and Directors apprised of student and faculty needs, issues and concerns in a timely manner.
12. Participate in quarterly graduation ceremonies.
13. Participate in routine Nursing Leadership meetings.

**Position Requirements:**

**Licensure:** Applicable state

**Education:** Master's of Science in Nursing preferred, or in progress, plus three years experience in teaching and/or a leadership position.

**Special Qualifications:** Registered Nurse licensed by applicable state, with a minimum of five years experience in nursing as an RN. Knowledge of curriculum and teaching methodology preferred. An inclusive, team oriented management style that is respectful of existing organizational resources.

**Degree of Supervision Required:** Minimal from the Dean/Director.