



Illinois Department of Financial and Professional Regulation
Division of Professional Regulation

NAME OF EDUCATIONAL INSTITUTION:	Elgin Community College
POSITION:	Adjunct Faculty—Nursing Clinical
RESPONSIBILITIES:	<p>Adjunct teaching faculty instruct students and evaluate their progress to facilitate students in attaining their educational goals in an associate degree nursing program. Specifically, ECC is looking for adjunct clinical faculty who will be able to work with students primarily in medical-surgical settings. The ADN program at ECC is concept-based, therefore, applicants with a variety of clinical experiences are welcomed.</p> <p><u>Essential Responsibilities:</u></p> <p><u>Deliver Instruction</u></p> <ol style="list-style-type: none">1. Conduct assigned classes and/or labs.2. Prepare lessons.3. Provide course syllabus (which shall include grading standards, attendance policies, classroom behavioral expectations, and course outline).4. Utilize learning outcomes assessment and measures to improve learning/instruction. <p>If a lab is involved:</p> <ol style="list-style-type: none">5. Prepare labs6. Enforce lab safety procedures. <p><u>Evaluate Student Progress</u></p> <ol style="list-style-type: none">1. Keep accurate record of student performance.2. Provide students with timely feedback. <p><u>Provide Student Assistance</u></p> <ol style="list-style-type: none">1. Maintain office hours and voice-mail/e-mail communication.2. Give career and academic advice.3. Refer students to student support services.4. Accommodate special needs students. <p><u>Develop Curriculum</u> (if assigned course(s) is (are) taught only by unit adjunct faculty)</p> <ol style="list-style-type: none">1. Review/select textbooks and instructional materials.2. Develop/revise courses.3. Review/revise course outlines. <p><u>Participate in Professional Development</u></p> <ol style="list-style-type: none">1. Participate in professional growth activities that are aligned with the college's strategic goals.2. Keep current on research and technologies in assigned specialties.3. Participate in professional growth activities.

	<p><u>Participate in Departmental/Institutional Routines</u></p> <ol style="list-style-type: none"> 1. Participate in program review. 2. Comply with registration/records procedures. 3. Verify student enrollment. 4. Participate in assessment of student learning outcomes at the course-level.
MINIMUM QUALIFICATIONS:	<ol style="list-style-type: none"> 1. Licensed as registered professional nurse in Illinois 2. At least 2 years experience in clinical nursing practice 3. A master's degree in the discipline or in a related discipline with at least 15 graduate hours in the discipline
PREFERRED QUALIFICATIONS:	<p>Previous clinical teaching experience or service as a preceptor/mentor is desired but not required.</p>
TO APPLY:	<p>Apply online at: https://jobs.elgin.edu/applicants/jsp/shared/position/JobDetails_css.jsp?postingId=153435. You will be required to upload a cover letter, resume, and copies of transcripts.</p> <p>For any questions about the position, please contact Dr. Sarah Urban, Director of the Nursing Program, at (847) 214-7310 or surban@elgin.edu.</p>