



# Illinois Department of Financial and Professional Regulation

## Division of Professional Regulation

<b>NAME OF EDUCATIONAL INSTITUTION:</b>	<b>Instituto</b>
<b>POSITION:</b>	Nursing Faculty  Full-time
<b>RESPONSIBILITIES:</b>	<ul style="list-style-type: none"> <li>• Support the mission of Instituto College and the nursing program while adhering to policies, procedures, and standards of the institution, program and regulating bodies.</li> <li>• Utilizes active learning and student success strategies in the classroom</li> <li>• Assist students with preparing to take the NCLEX-RN Exam</li> <li>• Works closely with the Associate Dean of Nursing to identify possible performance barriers and facilitating proper remediation strategies</li> <li>• Creates, updates, and submits course syllabus for approval prior to sharing with students</li> <li>• Prepares and submits grades, attendance, test results, and all other classroom-related documents within the required time frame;</li> <li>• Ensures students follow attendance policies, dress code, and professional standards at all times</li> <li>• Maintains appropriate personal attendance, accountability, and work productivity standards</li> <li>• Plans, prioritizes, and organizes assignments to meet established goals and deadlines</li> <li>• Convenes classes as scheduled and approved by the Associate Dean of Nursing</li> <li>• Participates in curriculum assessment and revisions, preparation of course syllabi, textbooks adoptions, selection of supplemental instructional materials (including library resources) and supplies</li> <li>• Maintains office hours with students as listed on the course syllabi</li> <li>• Ongoing assessment of student's performance with timely feedback</li> <li>• Collaborate with clinical education partners in instructional delivery and supervision of student learning in the clinical setting, including, but not limited to, orientation, adherence to agency policies/procedures, communication with members of the healthcare team, and student clinical evaluation.</li> <li>• Engage in ongoing personal and professional development and scholarly activities.</li> <li>• Participate in curriculum development, outcomes assessment, accreditation and planning activities.</li> </ul>

<b>MINIMUM QUALIFICATIONS:</b>	<ul style="list-style-type: none"> <li>• Master of Science in Nursing.</li> <li>• Current Professional Nurse (RN) licensure registered in Illinois.</li> <li>• Evidence of CEU's as required for license renewal</li> <li>• Current CPR</li> <li>• Minimum of 2 years of recent clinical nursing experience with at least two years in area of specialty (Medical-Surgical/Mental Health preferred)</li> <li>• Strong foundation in evidence-based teaching or clinical practice. Expertise in appropriate technologies for instruction</li> <li>• Excellent writing and analytical skills</li> <li>• Culturally competent with the ability to represent the organization and program with positive and professional poise</li> <li>• Ability to work independently, as well as the ability to be a positive and proactive participant within a multidisciplinary team</li> <li>• Proactive self-starter with the ability to multitask, and maintain focus in a fast-paced environment</li> <li>• Exceptional organization and time management skills</li> <li>• Dependable and punctual, must report absences to Associate Dean of Nursing in a timely manner</li> <li>• Ability to adhere to deadlines, react to unpredictable events quickly and efficiently, be resourceful, manage conflict and challenges</li> </ul>
<b>PREFERRED QUALIFICATIONS:</b>	<ul style="list-style-type: none"> <li>• Minimum 1- 2 years teaching experience preferred</li> </ul>
<b>TO APPLY:</b>	Visit the career center at <a href="https://www.institutochicago.org/">https://www.institutochicago.org/</a>