



# IDFPR

## Illinois Department of Financial and Professional Regulation

Division of Professional Regulation

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**JB PRITZKER**  
Governor

**MARIO TRETO, JR.**  
Acting Secretary

**CECILIA ABUNDIS**  
Acting Director

### OPEN NURSING FACULTY POSITION POSTING\*

<b>NAME OF EDUCATIONAL INSTITUTION:</b>	<b>Olivet Nazarene University</b>
<b>POSITION:</b>	<b>Family Nurse Practitioner – Full-time Faculty Member</b>  <b>Non-tenure track</b>
<b>Is this a chief nursing officer or director of nursing position?</b>	<b>No</b> – please continue with remainder of the form <b>Yes</b> -upon completion of the form you must contact DPR Nursing Coordinator, Michele Bromberg, MSN, RN: <a href="mailto:michele.bromberg@illinois.gov">michele.bromberg@illinois.gov</a>
<b>RESPONSIBILITIES:</b>	<p><b>ESSENTIAL DUTIES &amp; RESPONSIBILITIES</b></p> <p><b>General Duties:</b></p> <ol style="list-style-type: none"> <li>1. To assist Olivet Nazarene University in delivering high-quality academic, graduate-level, online instruction, and support services for learning.</li> <li>2. To strive for positive and collegial public relations with the administration, staff, students, colleagues, and community members.</li> <li>3. To maintain confidentiality in all areas assigned to this position.</li> <li>4. To further the mission and purposes of Olivet Nazarene University.</li> <li>5. To assist the MSN Program Director and Assistant FNP Program Director by effectively executing the duties assigned to this position.</li> </ol> <p><b>Primary essential duties &amp; responsibilities:</b></p> <ol style="list-style-type: none"> <li>1. Carries an online teaching load of a least three to four FNP track courses per start or 36-42 credit hours per 12 months.</li> <li>2. Collaborates with the Assistant FNP Program Director in the decision-making regarding the curriculum which would include curriculum writing, course development, and course revisions in order to improve course quality.</li> <li>3. Addresses student concerns regarding the curriculum, including gathering a timeline of the student’s performance.</li> <li>4. Provides student advising as needed.</li> <li>5. Performs and documents local practicum on-site visits with preceptors and students to assess preceptor’s role and student’s performance as needed.</li> <li>6. Attends all meetings as required such as the MSN Committee, School of Nursing, and College of Professional Studies.</li> <li>7. Engages in professional development, scholarship, service, and/or other activities in the field and within the institution.</li> <li>8. Follows the grading policies adopted by School of Graduate and Continuing Studies and the School of Nursing.</li> <li>9. Agrees to and follows policies and procedures related to the academic online workplace in the School of Graduate and 10. Continuing Studies and the university as a whole.</li> </ol>

	<p><b>Essential Functions:</b></p> <ol style="list-style-type: none"> <li>1. Demonstrates excellent verbal, written, and interpersonal communication skills in order to be able to be understood by others while displaying the ability to use appropriate verbal skills for a campus or online settings.</li> <li>2. Demonstrates the ability to write legibly using correct grammar and punctuation.</li> <li>3. Exhibits the willingness to receive training in instructional practices deemed necessary to provide effective instruction in an online academic environment.</li> <li>4. Exhibits effective skills in working with other members of the administrative team in creating effective online environment.</li> <li>5. Demonstrates the ability to work collaboratively with members of administration to provide effective online instruction.</li> <li>6. Displays effective interpersonal skills in assisting to establish a positive climate in an online environment such as being a faculty mentor and peer-reviewer.</li> <li>7. Exhibits the ability to support yearly goals in alignment with the School of Graduate and Continuing Studies' vision.</li> <li>8. Maintains and observes strict and total confidentiality of information that may be encountered (HIPAA and FERPA).</li> <li>9. Respects and complies with university expectations regarding curriculum, including not violating university property by copying or re-using curricular or other materials for non-ONU purpose.</li> <li>10. Successful completion of online faculty training modules and Introduction to Online Teaching course for new faculty and other training modules.</li> </ol>
<p><b>MINIMUM QUALIFICATIONS:</b></p>	<ol style="list-style-type: none"> <li>1. A Doctorate Degree conferred (DNP, EdD, or PhD)</li> <li>2. Active Family Nurse Practitioner Certification (FNP-BC from ANCC or FNP-C from AANP)</li> <li>3. At least three years of directly relevant professional experience and solid subject matter expertise in the field of instruction.</li> <li>4. An unencumbered, active Illinois Advanced Practice Registered Nurse (APRN) license.</li> <li>5. At least two years of graduate online teaching experience.</li> <li>6. Experience with curriculum writing, development, and revisions in congruence with NONPF criteria.</li> </ol>
<p><b>PREFERRED QUALIFICATIONS:</b></p>	
<p><b>TO APPLY:</b></p>	<p>Please <a href="#">Click Here</a> to apply at Olivet's website.</p> <p><b>Only candidates who submit all required documents will be considered: resume, cover letter, statement of faith, application questions and teaching philosophy that also includes your experience teaching students from diverse backgrounds and how that shapes your pedagogy. Applications will be accepted until position is filled.</b></p>