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|  | | www.idfpr.com | |
| **JB PRITZKER** Governor | **MARIO TRETO, JR.**  Secretary |  | **CECILIA ABUNDIS** Director |

To have an open nursing faculty position displayed on the IDFPR/Illinois Nursing Workforce Center (INWC) website ([www.nursing.illinois.gov](http://www.nursing.illinois.gov)), please complete the form below and return to:

Linda B. Roberts, INWC Manager at [Linda.B.Roberts@illinois.gov](mailto:Linda.B.Roberts@illinois.gov)

**OPEN NURSING FACULTY POSITION POSTING\***

|  |  |
| --- | --- |
| **NAME OF EDUCATIONAL INSTITUTION:** |  |
| **POSITION:** |  |
| **Is this a chief nursing officer or director of nursing position?** | No – please continue with remainder of the form  **Yes**-upon completion of the form you must contact DPR Nursing Coordinator, Michele Bromberg, MSN, RN: [michele.bromberg@illinois.gov](mailto:michele.bromberg@illinois.gov) |
| **RESPONSIBILITIES:** |  |
| **MINIMUM QUALIFICATIONS:** |  |
| **PREFERRED QUALIFICATIONS:** |  |
| **TO APPLY:** |  |

***\*\*\****

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***Please contact the Illinois Nursing Workforce Center (INWC) Manager when the position has been filled.***

***Postings will remain on the website for a period of six (6) months. You may request to renew the posting at that time, otherwise the posting will be deleted.***

**Guidelines for Completion:**

1) **Name of Educational Institution**:

Name of Nursing Educational Institution, this will be the first item listed on the website posting

2) **Position:**

Title of position, FT or PT, tenure or non-tenure tract, clinical area of expertise

3) **Responsibilities:**

Graduate and/or undergraduate students, clinical and/or classroom settings, clinical area of expertise, specific details of classroom and/or clinical responsibilities.

4) **Minimum Qualification:**

Level of education, years of clinical experience, number of years of teaching experience, certification.

5) **Preferred qualifications:**

If education is a minimum qualification, this section would be the area to put other qualities such as certification, years of experience in a clinical area, previous teaching experience.

1. **To apply:**

List specific information that an applicant needs to send in such as: letter of application, curriculum vitae, transcripts, contact information to references. End with mailing and e-mail address of contact person.

**Return completed form to:**

Linda B. Roberts, INWC Manager at [Linda.B.Roberts@illinois.gov](mailto:Linda.B.Roberts@illinois.gov)

If you need further assistance you may also contact the INWC Manager at 312.814.1395.

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