



POSITION ANNOUNCEMENT

Clinical Teaching Assistant

Applications are being accepted for a Clinical Teaching Assistant. The full-time clinical teaching assistant will be responsible for clinical and/or nursing laboratory instruction. They will work closely with lead nursing faculty to participate in the development, assessment, and evaluation of curriculum in existing courses, new courses, and related programs.

DESIRED MINIMUM QUALIFICATIONS

Education and Experience:

- Graduate of an approved school of professional nursing.
- A baccalaureate degree in nursing and a master's degree or an earned higher academic or professional degree in nursing.
- Current, valid licensure as a registered nurse in Ohio and other states as needed.
- At least two years in the practice of nursing. Teaching experience desired.

Necessary Knowledge, Skills, and Abilities:

- Must have knowledge and skill in basic nursing care.
- Must maintain biennial participation in twenty-four contact hours of continuing education or three academic credits of nursing content to maintain Ohio licensure.
- Membership in professional nursing associations is encouraged.

Interested candidates should submit an application, cover letter and updated resume, in Word or PDF format, to careers@northweststate.edu using subject line "Clinical Teaching Assistant."

For a complete listing of current Employment Opportunities, visit www.northweststate.edu and click on "Careers at NSCC."

Office of Human Resources
Northwest State Community College
22600 State Route 34
Archbold, OH 43502
EOE M/F/D/V

Northwest State Community College is an Equal Opportunity Employer and educator that does not discriminate on the basis of race, color, national origin, sex, sexual orientation, genetic information, religion, age, disability or military status in employment or the provision of services. In accordance with the Americans with Disabilities Act, it is the policy of Northwest State Community College to provide reasonable accommodations to persons with disabilities. When contacted for an interview, an applicant who requires special accommodations due to a disability should notify the Human Resources office at the time he/she is contacted so that proper arrangements can be made for the interview.

Posted: 7/29/19



POSITION TITLE: Assistant - Clinical Teaching

DEPARTMENT: Nursing Division

SUPERVISOR: Dean - Nursing

GRADE LEVEL: 9 Month Non-Traditional Faculty, Professional Unit

GENERAL PURPOSE

The full-time clinical teaching assistant will be responsible for clinical and/or nursing laboratory instruction. They will work closely with lead nursing faculty to participate in the development, assessment, and evaluation of curriculum in existing courses, new courses, and related programs.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Facilitate clinical and/or nursing laboratory instruction:
 - a. Supervise and evaluate student progress in clinical and nursing laboratory learning experiences in accordance with established program policies.
 - b. Provide adequate feedback/explanation of graded coursework and other student information in an accurate and timely manner.
 - c. Maintain appropriate student records.
 - d. Communicate regularly with lead faculty and clinical teaching assistants in order to facilitate student success.
 - e. Work to ensure a positive and favorable learning environment in the clinical sites, nursing lab, and the general campus environment.
2. Participate in the development, assessment, and evaluation of curriculum:
 - a. Assist with assessment and evaluation of existing courses and program curriculum.
 - b. Assist in planning, implementation, evaluation, and modification of the nursing program.
 - c. Participate in orienting new faculty to the program and to the college.
3. Participate in student retention:
 - a. Arrange and maintain suitable office hours for student advising and academic assistance.
 - b. Provide academic advising and counseling to students assisting with course selection and academic requirements
4. Facilitate cooperative relationship with outside agencies including:
 - a. Clinical facilities
 - b. Colleges and universities
 - c. High schools
 - d. Career Centers/Tech Prep/dual enrollment
 - e. Collaborate with appropriate others on issues influencing the learning environment or the student's health and welfare

5. Attend and participate in program, faculty, college, and advisory committees, and other scheduled meetings/activities at which attendance is expected.
6. Complete assigned tasks in a timely manner and follows established college policies and procedures.
7. Engage in professional development activities to maintain and enhance course content and instructional skills.
8. Other similar duties as assigned.

QUALIFICATIONS

Education and Experience:

- Graduate of an approved school of professional nursing.
- A baccalaureate degree in nursing and a master's degree or an earned higher academic or professional degree in nursing.
- Current, valid licensure as a registered nurse in Ohio and other states as needed.
- At least two years in the practice of nursing. Teaching experience desired.

Necessary Knowledge, Skills, and Abilities:

- Must have knowledge and skill in basic nursing care.
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- Membership in professional nursing associations is encouraged.

SUPERVISION EXERCISED

Aid in the support of adjunct faculty and student workers.

RESPONSIBILITY FOR PUBLIC CONTACT

The position will interact with health care agency personnel, Northwest State Community personnel, other College personnel, students and their parents, high school employees, and the general public.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.