

**Lac Courte Oreilles Ojibwe College**  
**Position Description No. FACNUR50724**



**Position Title:** Nursing Faculty  
**Division:** Nursing  
**Reports To:** Nursing Program Director  
**FLSA Status:** Exempt  
**Annual Contract:** Full-time, 38 Weeks per Year  
**Rate of Pay:** Dependent on Qualifications  
**Posting Date:** May 09, 2024  
**Application Deadline:** May 23, 2024 or Until Filled  
**Start Date:** August 19, 2024

**University Mission Statement:**

The Lac Courte Oreilles Ojibwe University mission is to provide Anishinaabe communities with post-secondary and continuing education while advancing the language, culture, and history of the Ojibwe.

**General Position Summary:**

The preferred candidate will have demonstrated competence in teaching, advising, and curriculum development. This position teaches both didactic and clinical courses for the nursing program. This position is required to teach nine to twelve per academic semester.

Responsible for placement coordination and record management. In charge of planning and organizing the nursing clinical and lab courses, including clinical sites and facilities, orientation and class scheduling, and preceptor assignments where applicable.

**Key Responsibilities:**

**CLINICAL COORDINATION**

- Communicate via email, phone and/or in person with nurse educators and/or placement coordinators in hospitals and clinics to develop clinical placements
- Coordinate with director to determine the numbers of student placements needed each semester, level, and type of experience needed (e.g., peds, OB, med-surg)
- Identify facility requirements at each clinical placement location, such as orientation and training, and communicate these clinical entry requirements to instructors and student groups in a timely manner
- Keep a record of these facility requirements, updating them as required when the facility changes their expectations
- Attend meetings for Placement Coordinators when they occur
- Monitor and evaluates student's compliance with required clinical documents, physical exam, CPR, criminal background check, and immunizations/titers

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- Communicate with students and faculty on an ongoing basis to ensure each student is up to date and the student receives warning when requirements are not met, including immunizations, CPR, and any other required information
- Ensure all onboarding has occurred for each student and provide assistance when required
- Identify, maintain, and formulate needed clinical contracts with all clinical facilities
- Prepare clinical schedules for clinical courses each semester for the clinical instructors
- Assess labs and equipment for readiness including supplies and their security, inventory and reordering of lab supplies, and plan with bookstore or vendor regarding student packs
- Assist with set up for skills testing as needed
- Perform other duties as assigned

**TEACHING**

- Classroom instruction, preparation, and supervision of students
- Clinical Setting (Hospital, Long term Care Facilities, and Clinic) preparation for clinical experience and supervision and instruction of students.
- Other instruction such as preparation and presentation of off-campus University course work, workshops, seminars, and in-service for professionals and others
- Laboratory design, preparation, instruction, supervision, and other associated responsibilities
- Use University sanctioned technology per direction of Academic Administration
- Use Course syllabi as designated by the Academic Administration and in accordance with established University policies and procedures
- Measurement of student performance including the preparation, administration, grading and evaluation of tests, papers, examinations and assessment rubrics and the reporting of grades
- Timely documentation of student attendance and grades
- Timely documentation of course assessment, and course syllabi, as designated by the Academic Administration and in accordance with established University policies and procedures
- Development of more effective teaching methods and teaching oriented research
- Selection and procurement of books, films, and other materials for classroom or laboratory use
- Periodic evaluation of library holdings and recommendations of books to be ordered by the library
- Participate in the development of new courses and programs of study as well as the ongoing review and updating of current curriculum to ensure content is based on evidence-based practice and current nursing trends
- Participate in annual professional development related to nursing content taught
- Performs other duties as assigned

**ADVISING**

- Advisors are expected to help the student in the following ways:
- Help the advisee plan a program that will lead to the awarding of a degree or certificate

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- Assist with and approve advisee class schedules
- Complete appropriate forms in a timely manner
- Maintain advisee's file/portfolio to include degree audits to track the advisee's progress; student contact log to record meetings with the student; other items selected by the student or the advisor for the file (i.e., letters of recommendation, samples of work or achievements, etc.)
- Make referrals to necessary persons or resources for needed services that are non-academic in nature and fall outside of the faculty's expertise and knowledge to ensure the student is accessing services and resources needed to continue and complete their educational plan/program successfully
- Confidentiality – Faculty have a responsibility to ensure confidentiality in their interactions with students.

**SCHOLARSHIP**

- Ongoing research, which leads to the discovery of new knowledge or new applications of existing knowledge
- Ongoing research intended to lead to publications in scholarly journals or books
- Ongoing reading and research to maintain proficiency and growth in one's field of professional specialization

**SERVICE**

- Serves as a designated representative of the University
- Participates in the marketing of programs, recruits students, coordinates the activities of program advisory committees, makes presentations to outside contacts
- Develops and serves on committees and task forces and attends regularly scheduled meetings as outlined in the Faculty Handbook
- Participation in community and cultural activities
- Participation in University sponsored activities such as student recruitment, new student orientation, graduation, and other planned student events
- Will act as a liaison for students and clinical sites to mitigate risk for Covid-19 exposure and provide input for infection control recommended procedures. Assist in assessing potential exposure risks and incidents related to Covid-19 and provide recommended follow-up and staff and student training as needed

**Minimum Qualifications:**

- Master's degree with a major in nursing
- Teaching experience preferred or willingness to attend teaching and learning strategies
- Hold a current, active registered nurse license in Wisconsin that is not encumbered

**Preferred Qualifications:**

- Master's Degree with a major in Nursing Education
- Clinical Supervision experience
- Training in pedagogy as well as nursing with demonstrated history of success in a classroom environment

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**Knowledge, Skills, and Abilities Required:**

- Excellent organizational skills
- Strong communication skills
- Computer technology and application skills
- Able to work independently
- Work experience relevant to the courses assigned
- Able to verbalize different teaching methodologies
- Able to verbalize knowledge of Ojibwe Culture and tribal communities

**Work Environment:**

- Work is performed in the University for classroom teaching and clinical will be in hospital, clinics, etc.
- Light physical activity. Work may involve occasional assistance of others in the manipulation of heavy objects and some standing or walking, usually for not more than 2 hours a day
- Some travel required for training, clinicals, and to University Outreach Sites

**Reportability:**

- Reports to Nursing Program Director

**Supervision:**

- Position does not have supervisory responsibility

**Application Process:**

Please submit either hard or electronic copy of a cover letter, an updated resume, unofficial transcripts, and a completed LCO Ojibwe University job application (available online at [www.lco.edu/hr](http://www.lco.edu/hr)) to the address directly below. All materials should be submitted in a single packet. **Only applications containing all the items noted above, fully completed, will be considered.**

Hand delivered application packages will be accepted at the University until 4:30 pm on the deadline date; mailed applications must be received by the deadline date, and emailed application packages must be received by 11:59 pm on the deadline date.

Human Resources  
Lac Courte Oreilles Ojibwe University  
13466 W Trepania Road  
Hayward, WI 54843  
Phone: 715-634-4790  
Fax: 715-634-5049  
Email – [hr@lco.edu](mailto:hr@lco.edu)

**All materials submitted will become property of the University and will be retained for one year from the application deadline.**

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Lac Courte Oreilles Ojibwe University encourages applications from all peoples and sources; however, we follow an Indian preference policy when hiring.

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