

## **Special people go into nursing. Exceptional people go into nursing education...**

The American Institute of Alternative Medicine is looking for a Nursing Education Program Administrator. We are a local career college (established in 1994) with programs in Acupuncture, Massage Therapy, Medical Assisting, and Nursing. We expect excellence, from a holistic perspective. AIAM has an enjoyable working environment. We operate as a team; supporting one another and enjoying making a difference while helping our students reach their career goals. Our motto is "your success is our success." We have very little staff turnover, probably because we've all worked corporate jobs, and this is not a corporation.

Our Practical Nursing Program's first Practical Nursing class starts in early March, our Registered Nursing Program application is at the Ohio Board of Nursing with plans to start in June.

### **Job Description**

Qualified Nursing Program Administrator will function as part of a leadership team. Responsibilities include overall leadership responsibilities in the development of programs, maintaining the quality and integrity of curricula; staff and faculty development, professional practice plans, and evaluations; establishing a comprehensive, written systematic plan of evaluation for the Nursing Programs.

The applicant will also be responsible for academic accreditation. S/he should have prior experience in developing classes, clinical sites, maintaining written agreements with cooperating agencies and clinical sites, developing articulation agreements and supervising full-time and part-time faculty.

### **Requirements:**

- Active unencumbered licensure as a Registered Nurse in Ohio
- Master's Degree in nursing from an accredited institution
- At least five years experience in the practice of nursing as a registered nurse
- Minimum two years experience as registered nursing education program faculty member
- Clean background check BCI/FBI
- Ability to work a flexible schedule.

### **Skills:**

- Must be computer literate.
- Ability to serve as a positive, supportive, and enthusiastic role model.
- Ability to organize and prioritize work flow
- Requires superior interpersonal and facilitative skills
- Demonstrates proficiency in oral and written communication
- Prior experience in planning and preparing for academic accreditation preferred.

Apply via email to: [jobs@aiam.edu](mailto:jobs@aiam.edu) with an updated resume.

- **Compensation commensurate with hopes and dreams (You wish!)**
- **Actually, compensation commensurate with professional experience.)**