

# OKLAHOMA BAPTIST UNIVERSITY

## POSITION DESCRIPTION

**Title:** Assistant or Associate  
Professor of Nursing

**Department:** School of Nursing

### **OBU Mission Statement**

OBU transforms lives by equipping students to pursue academic excellence, integrate faith with all areas of knowledge, engage a diverse world, and live worthy of the high calling of God in Christ.

### **Expectations for all Employees**

Oklahoma Baptist University achieves its mission through a shared commitment to the following expectations. All employees must embrace these expectations and model them in their behavior.

- *Demonstrate commitment to the essentials of the Christian faith.*
- *Commit to the mission and vision of Oklahoma Baptist University.*
- *Maintain active membership in a local evangelical Christian church.*
- *Treat people with dignity and respect.*
- *Build relationships on honesty, integrity, and trust.*
- *Strive for excellence through teamwork, leadership, and a strong work ethic.*
- *Manage human and financial resources wisely and efficiently.*

**Purpose:** The School of Nursing invites applications for the position of Assistant or Associate Professor of Nursing. Salary and rank will be commensurate with qualifications and experience. The successful candidate will enhance the work of the School of Nursing by expert teaching, advising students, assisting in clinical coordination, participating in faculty and professional development and committees, continued scholarly development, and resourceful and innovative collaboration with faculty and staff. The School of Nursing provides a baccalaureate program. The nursing faculty view nursing as a Christian ministry and a professional practice. During nursing courses, students learn to provide quality nursing care through competent and professional practice. Upon completion of a nursing program, the undergraduate student is qualified to take the national examination for licensure as a registered nurse.

### **Essential Functions:**

### **Class Responsibilities**

- Accept assignments to teach courses and/or clinicals in the undergraduate nursing catalog specifically pertaining to pediatric nursing.
- Plan directed learning activities to assist students in mastery of content on learning guides.
- Select or formulate test items to evaluate students' mastery of content on learning objectives in online testing format.
- Complete course evaluations.
- Manage all assigned courses in the OBU adopted digital learning portal such as Canvas.
- Develop, disseminate, and update syllabi according to program requirements.

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### **Team Responsibilities**

- Resolve problem situations between courses within the same level.
- Participate with team in evaluation of each semester.
- Participate in team meetings for the purpose of coordination of classes during a given Semester.

### **Advisor Responsibilities**

- Monitor the individualized plan of study for advisees.
- Advise students about enrollment in relation to plan of study.
- Monitor addition and withdrawal from courses.
- Keep degree check sheet current in advisees' files.
- Advise transfer students regarding courses.
- Advise students of financial/economic implications of enrollment changes.
- Monitor students' progress in program.
- Meet with students as needed and meet with first-year students at least twice during each semester of their first year.
- Communicate with students as needed regarding midterm grade reports, honor roll, etc.
- Be available to discuss students' concerns.
- Refer students as needed for personal or career counseling.
- Advise students about professional decisions as appropriate Clinical responsibilities.
- Assist in arranging orientation periods for the clinical agency.
- Be on site with students during the clinical class period.
- Communicate with agency staff regarding student competencies and responsibilities.
- Communicate with floor managers regarding student experiences and staff responses to student performance.
- Assign patients for student delivery of nursing care.
- Evaluate clinical sites with agency staff, faculty, and students' responses.
- Communicate with faculty teaching other sections of the course to compare student performance and experiences.

### **Other Duties:**

- Fulfill other duties as assigned which may include team leader, course coordinator, and/or
- adjunct coordinator (load credit will be assigned to these responsibilities per policies)
- Participate in School of Nursing committees and meetings.
- Complete all documents/surveys for program assessment.
- Participate in student recruitment efforts on and off campus.
- Participate in professional development commensurate with faculty role and program needs.
- Engage in scholarly/creative activities.
- Engage in university and community service opp.

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### **Qualifications:**

#### **Required:**

- Master of Science in Nursing and current unencumbered nursing license in Oklahoma
- 2 years or more of nursing experience
- Possess and demonstrate strong pedagogical skills at the undergraduate level in both classroom and clinical environments.
- Able to communicate clearly and effectively.
- Possess and demonstrate strong people skills.
- Proficient with current online education software and delivery methods
- Proficient with classroom and office audio/visual hardware and software
- Able to assess student ability and adjust teaching as appropriate.
- Able to advise students.
- Able to relate to colleagues in the OBU community and serve as a representative to the professional community beyond OBU.
- Possess sufficient physical health and mobility to instruct students in various clinical and lab settings, to travel to local, regional, and national locations, to transport moderately heavy items to offices and classrooms. Able to meet clinical agency immunization requirements.
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#### **Preferred:**

- PhD, DNP, or EdD in Nursing and current unencumbered nursing license in Oklahoma.
- Successful teaching experience at the undergraduate.

#### **Special Requirements:**

- Must be a member of a local evangelical\* Christian church.  
\*Evangelical is a broad term referring to segment within Christianity which maintains the authority of the Bible and the belief in salvation by faith in Jesus alone.

\*\*Please apply using the link for “Faculty Applications” on the OBU website at <https://www.okbu.edu/hr/jobs.html>.