

Associate Director, Centre For Nursing Studies

Temporary Full-time () - HCC Bacc Nursing Formal



NL Health Services

Zone: Eastern Urban Zone

Location: Centre for Nursing Studies

**Associate Director, Centre For Nursing Studies and Bachelor of Science in
Nursing (Collaborative) Program**

Centre for Nursing Studies

Temporary, Full-Time (until June 26, 2026, with the possibility of extension)

10153RP1

Hours	70 bi-weekly (8-hour days)
Salary	HL-22 (\$76,531.00 - \$99,481.20 per annum) plus a bi-weekly paid management differential may apply Relocation support if applicable
Competition Number	VAC0011127
Posted Date	2025-05-08
Closing Date	Open until filled

**Demands,
duties,
qualifications**

Job Summary

The Associate Director, BScN (Collaborative) Program is accountable for providing leadership at a senior level and is responsible for facilitating growth of the CNS, faculty, staff, and students. The primary responsibilities of the Associate Director include providing direction, leadership, and support to faculty/staff. Fostering excellence in faculty teaching, scholarship, and professional service. Providing management assistance to the Director in the administration of the CNS. Ensuring consistency and continuity in the delivery of the BScN (Collaborative) Program. Ensuring policies and procedures that govern delivery of the BScN (Collaborative) Program and CNS faculty governance are operational. Interpreting the CNS' mission, vision, goals, values and Programs to internal/external stakeholders. Assisting with resource management and strategic planning. Representing the CNS at provincial, national, and international arenas. Creating a positive environment for learning and growth within the CNS. The position functions with a great deal of independence and autonomy and has primary accountabilities for all administrative and operational aspects of the BScN (Collaborative) Program.

Duties

Provides direction, leadership, and support to faculty within a shared governance model. Provides management support to the Director in the day-to-day operations of the CNS. Participates in the administration of the budget. Ensures consistency and continuity in delivery of the BScN (Collaborative) Program at the CNS by adhering to processes to advise, communicate, and monitor implementation of the curricula. Ensures policies and procedures that govern delivery of the BScN (Collaborative) Program and CNS faculty governance are operational. Provides support to the BScN Program Coordinators as it relates to their roles and responsibilities in the delivery of the BScN (Collaborative) Program. Collaborates with the BScN Program Coordinators in providing academic support to students. Participates in the recruitment and orientation for faculty with the goal of hiring and retaining exemplary faculty who are leaders in nursing. Assumes leadership in the identification of theory, lab, simulation, and clinical teaching coverage needs for the BScN (Collaborative) Program. Participates in the planning and development of teaching assignments. Liaises with Memorial University in matters such as admissions, scheduling, academic regulations, and the provision of specific student and faculty services. Consults with the Clinical Placement Coordinators to ensure

clinical placements for the BScN (Collaborative) Program students and that legal agreements with agencies are in place. Determines the BScN (Collaborative) Program challenges associated with clinical placement resources and proposes recommendations to lessen the impact of those challenges on the undergraduate Programs. Ensures that structures and procedures are in place to promote effective communication among faculty, staff and collaborative sites and between the school, university, Newfoundland and Labrador Health Services (NLHS) and external agencies. Coordinates the processing of applications for Challenge for Credit and Transfer Credit in relation to undergraduate nursing courses. Collaborates with the Associate Dean, MUN Faculty of Nursing, Associate Director, Western Regional School of Nursing, and Administrative Council regarding the curriculum, admissions, and evaluation of the BScN (Collaborative) Program. Represents the CNS on the Joint Curriculum Committee, Undergraduate Studies Committee (Collaborative) and Student Appeals Committee. Assists in providing academic support to students through participation in the orientation process and interpretation of academic policies related to progression through the Program. Oversees academic progress of BScN Program students. Fosters an environment that creates and supports a high level of student engagement and success. Promotes student well-being and socialization by facilitating access to support services. Provides support to the CNS Nursing Society. Assists in promoting faculty/staff development to meet identified learning/professional development needs, facilitating involvement in research and scholarly activity, and providing feedback for faculty/staff performance appraisal. Assists to develop resources and supports that ensure an optimal physical environment and facility to meet the educational research and mission of the CNS. Assists with a continuous systematic plan for evaluation of the BScN (Collaborative) Program at the CNS. This plan will ensure that national and provincial standards for accreditation and approval are met. Guides long-range planning for meeting objectives and development of future directions for the CNS. Ensures fair treatment of all constituents in the CNS including students, staff, and faculty members in accordance with MUN and NLHS policies, and collective agreements. Liaises with the CNS Non-Degree Programs, other partner sites and MUN to coordinate intraprofessional and interprofessional educational opportunities for BScN students. Promotes initiatives which enhance the profile of the CNS within MUN, the partner sites, NLHS, regulatory bodies, and the community at large. Fosters excellence in teaching, scholarship, and professional service within the

CNS. Works to provide a positive environment and culture that empowers others to maximize their potential as contributing members in the education of students, in research/scholarly activities and in service to the community. Other related duties as required.

Job Qualifications

Education

Graduation from an approved/recognized post-secondary education program with a Baccalaureate degree in Nursing and a Master's degree.

Current registration with the College of Registered Nurses of Newfoundland and Labrador.

Experience

A minimum of 5 years of experience in nursing education is required.

Administrative experience would be an asset.

Competencies (Knowledge, Skills and Abilities)

Demonstrated ability in working cooperatively and productively with colleagues, community, and other related professional groups.

Demonstrated excellent communication and interpersonal skills.

Demonstrated ability to develop collaborative working relationships with internal and external stakeholders.

Demonstrated strong organizational skills with the ability to effectively manage high volumes of work with multiple and competing priorities and deadlines.

Ability to work independently and to use discretion and good judgment in decision making.

Demonstrated ability to work successfully within a team environment.

Other

A satisfactory record of work performance and attendance is required.

Employees, to review your attendance record please refer to your employee portal on the Intranet for details. The attendance record is only available to employees who are currently in positions that accumulate sick time.