



## **Position Description**

# **Assistant Professor of Nursing and Student Success Coach (Tenure-Track Position)**

### **APPLICATION PROCESS AND HIRING TIMELINE INFORMATION**

To apply for this position, you should submit:

1. [KWU Employment Application](#)
2. Cover letter
3. Resume/curriculum vitae,
4. Three references
5. Teaching philosophy
6. Unofficial transcript - for the required degree the unofficial transcript must contain either a conferred date or date awarded, and
7. Desired salary
8. Please email your application materials to [hr@kwu.edu](mailto:hr@kwu.edu).

In your cover letter please pay special attention to matching your actual qualifications to the required qualifications listed in this Position Description. Make sure you reference the position title on the subject line of your email. No phone calls please.

The timeline for filling this position is:

- Applications will be taken until the position is filled.
- Interviews will begin when qualified applicants are identified and continue until a hiring decision is made.
- The position starts as soon as July 1, 2026.

**KWU is an Equal Opportunity Employer and encourages diversity in employment.** We will check references of past employers and personal references. We will acknowledge receipt of your application as soon as we receive it.

### **ADMINISTRATIVE INFORMATION**

**OPERATING GROUP:** Office of the Provost

**OPERATING GROUPS MAJOR RESPONSIBILITIES:** The Office of the Provost is responsible for the development and delivery of the entire academic program at KWU. This includes the determination and selection of all faculty, the design and delivery of all academic curriculum, the design and delivery of all academic co-curricular programs and activities, and the design and delivery of all support and information services required to maintain university accreditation and increase student success in all academic areas of the university.

**DEPARTMENT:** Nursing

**DEPARTMENT'S MAJOR RESPONSIBILITIES:** The Nursing Department is responsible for the effective development and delivery of the department's curriculum and advising of department majors. In addition, the department assists other areas of the university in recruiting new students to the university and participates on faculty and university committees. The department focuses on quality teaching and student centered learning.

**DIRECT SUPERVISOR:** Provost

**Position Last Reviewed or Analyzed:** May 2026

**Employment Status:** Faculty, Full-Time, Tenure-track, Exempt, 12-month position

## POSITION INFORMATION

**RESPONSIBILITIES (SUMMARY):** This is a teaching position; but additional duties include advising students, serving on committees and assisting in the development and implementation of curriculum in order to prepare students adequately for the challenges presented within all aspects of the nursing field. In order to keep up with the current needs of nursing, professors revise the program where and when necessary. The Nursing Success Coach promotes learning and retention among freshmen pre-nursing students enrolled in the Kansas Wesleyan University (KWU) nursing programs.

**WORKS WITH:** The department is led by a Department Chair and consists of full-time teaching faculty, Student Success Coach, chair of the Nursing Division and an Administrative Nursing Coordinator. This job fully interacts with the KWU student body in terms of teaching.

**BUDGET AUTHORITY:** Input for annual budget for assessment product needs.

**PHYSICAL WORKING CONDITIONS:** Climate controlled office and classroom environment. Standing, sitting, stooping, walking, talking, seeing, hearing, keyboarding, filing, and other similar physical motions and activities are a usual part of the job.

**EQUIPMENT USED:** University phone, Learning Management System (LMS) system.

**WORK SCHEDULE:** Schedule arranged around the assigned courses and student needs.

**TRAVEL REQUIREMENTS:** None

## POSITION DUTIES AND PERFORMANCE STANDARDS

For a more complete understanding of the duties and responsibilities of faculty jobs, please read and review the Faculty Handbook which will be made available to final candidates for the job.

### ESSENTIAL DUTIES

Every effort has been made to include all duties; however, the omission of a specific statement of duties does not exclude the duty from the position if the work is similar, related or is a logical assignment of the position.

#### Teaching: (65%)

- Teach 18 credit hours nursing course workload per academic year.
- Integrate technology into the teaching and learning process.
- Utilize the Kansas Wesleyan University's Learning Management System.
- Plan and prepare course content and curriculum, utilizing assessment and effective methodologies of instruction for the enhancement of learning.
- Maintain expertise in field of nursing and teaching pedagogy by attending seminars, workshops and classes for professional enhancement.
- Maintain active participation in professional organizations as appropriate.
- Participate in enrollment management activities.
- Share professional expertise with colleagues and students beyond the classroom.
- Provide support and, in some cases, leadership for student recruitment, marketing, nursing student orientations and in general activities that build the program.
- Serve as an advisor to pre-nursing freshmen.
- Support university and student activities, including course and career guidance, mentoring, graduation activities, and fostering a love of learning.
- Assist in the development of the departmental course schedule.
- Give required forms and papers to Registrar's Office within the specified time frame.
- Maintain appropriate records of student performance.
- Participate in selection of students into the nursing program.
- Serve on Nursing Department committees.
- Serves as a member of university committees and other committees as selected or assigned.
- Ensures university and nursing program compliance with regulatory boards, including licensure and accreditation.
- Communicates referrals to KWU cares, as determined by Nursing Department success team success plans.
- Serve as the course coordinator for course(s) utilizing an adjunct.

- Demonstrate procedures in nursing skills laboratory, supervise student demonstrations and evaluate student performances.
- Integrate theory with planned clinical performance.
- Orientate students to the clinical site(s) and communicate clinical objectives to the student and the site staff.
- Assign, guide, supervise, and evaluate student's performance in giving care to selected clients.
- Write anecdotal progress notes and clinical evaluations of student performance.

**Student Success Coaching: (35%)**

- 6 credit hours for student success support (3 credit hours per semester).
- Serve as a success coach for a cohort of first-time, full-time students.
- Attend bi-weekly Success Coach meetings and associated trainings.
- Complete first-time, full-time student reporting on academic alerts and retention concerns.
- Teach INTD102 Foundations for Success for first-time, full-time students.
- Attend and participate in Coyote Enrollment Days (those held over the summer, with corresponding communications to students, will comprise the job's primary duties from mid-May through the end of July)

**OTHER DUTIES:**

1. Perform other appropriate and reasonably required duties as assigned by your supervisor.

**JOB QUALIFICATIONS**

**EDUCATION:**

- MINIMUM REQUIRED: Master of Science in Nursing.

**CERTIFICATIONS/LICENSES:**

- MINIMUM REQUIRED: Active Kansas Registered Nurse License

**WORK EXPERIENCE:**

- MINIMUM REQUIRED:
  - Excellent leadership, public speaking and oral communication skills in order to convey knowledge face-to-face with students and graduate staff.
  - Proficient in computers (Word, Excel, Access, Outlook, PowerPoint & Adobe).
- PREFERRED
  - Three years of full-time experience in a professional setting in the role of a Registered Nurse preferred.
  - Experience as an educator preferred

**KNOWLEDGE, SKILLS, ABILITIES, and ATTITUDES – KSAA'S:**

- MINIMUM REQUIRED
  1. Demonstrated advanced level of oral and written communication skills.
  2. Demonstrated ability to meet required attendance and submission deadlines.
  3. Demonstrated ability to create, articulate, and assess course learning outcomes.
  4. Demonstrated effectiveness in creating course materials (syllabus, handouts, presentations, etc.) which enhance student interest and engagement.
  5. Demonstrated ability to create and manage effective grading rubrics for consistent and uniform grading results.
  6. Demonstrated ability to work effectively with diverse populations.
  7. Demonstrated ability to manage effective, friendly, and civil working relationships with staff, faculty, students, alumni, guests, and others at the university.
  8. Demonstrated problem solving and abstract thinking skills.
  9. Demonstrated ability to produce high quality work while working independently.
  10. Philosophical alignment with the mission and vision of KWU.

## **NOTICE OF SPECIAL JOB OR EMPLOYMENT REQUIREMENTS**

1. This job description is not intended to cover or contain a comprehensive list of all duties, responsibilities, or results required of the position. Duties, responsibilities, and performance standards may be added, removed, or changed by your supervisor at any time in response to departmental or university needs.
2. Unless otherwise specified in an employment contract signed by the President of Kansas Wesleyan University, all employees are considered “at-will” employees.
3. All employees of Kansas Wesleyan University are considered “responsible employees” under Title IX regulations regarding the prevention and reporting of sexual assault or harassment. Accordingly, all employees must report any incidents of sexual assault or harassment that they witness or hear about to the Title IX Coordinator.
4. Kansas Wesleyan University is an equal opportunity employer and complies with EEOC and ADA employment requirements. It is the policy of the University to provide equal opportunity to all qualified persons without unlawful discrimination based on race, color, gender, age, national origin, ancestry, ethnicity, disability, sexual orientation, religion, or veteran status. To fulfill its mission as a United Methodist–affiliated institution, preference in hiring may be given to persons who can affirm the University’s mission.
5. All offers of employment are contingent upon the successful completion of a criminal background check prior to employment.
6. All items, materials, and works created by this position are the sole property of Kansas Wesleyan University.