

South Texas College

Job Announcement 2019-5046

Title: Associate Degree Nursing Supplemental Instruction Leader

Dept: Associate Degree Nursing

Reports to: Program Chair

Campus: Nursing and Allied Health

Pay Grade: Part-time

Salary Range: Minimum \$17.50/Hour

FLSA Status: Non-Exempt/Hourly

General Statement of Job

The Associate Degree Nursing Supplemental Instruction Leader provides academic learning support for students, which include identification of challenging nursing concepts and conducting focused tutorial sessions to enhance students' learning and application of knowledge, skills, and abilities to clinical practice.

Specific Duties and Responsibilities

Essential Functions:

1. Provides educational assistance to students in specific discipline to improve understanding and comprehension of the subject.
2. Assists in preparation of workshops and materials to enhance student comprehension and supplement course assignments.
3. Attends classes and/or hold study sessions for student participation as required on a scheduled basis.
4. May guide students in diverse instructional settings, in-class and in-skill lab, by providing feedback and answering questions using hands-on practice.
5. Integrates study strategy techniques with course content.
6. Attends lecture and functions as a model student in the programmatic framework.
7. May lead in-class small group discussions, demonstrations, or activities as directed by instructor.
8. Develops and maintains working relationships with the course content instructor, student participants, and appropriate supervisor.
9. Keeps regular and accurate records and lesson plans using required software, related forms, and submits appropriate paperwork in a timely manner.
10. Participates in required departmental training, workshops, and meetings.
11. Performs other duties as assigned.

Required Education and Experience

1. Associate's Degree in Nursing required.
2. Licensed Registered Nurse (RN) in the State of Texas.
3. At least one (1) year in an educational setting and/or clinical experience, preferred.

Required Knowledge, Skills and Abilities

1. Excellent oral, written, and interpersonal communication skills.

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2. Ability to prioritize, organize, and complete multiple tasks with attention to detail, within stated deadlines.
3. Ability to work independently as well as a team player within department and with others.
4. Maintains familiarity with the department's and College's programs, policies, procedures and academic standards.
5. Ability to work evenings and/or weekends as needed.
6. Demonstrated ability to interact effectively with a diverse, multi-cultural college population.
7. Demonstrated commitment to achieving the vision and mission of South Texas College.
8. Ability to read and comprehend simple instructions, short correspondence, and memos.
9. Ability to effectively present information in one-on-one and small group situations to students, customers, clients, and other employees of the organization.

Checks, Certificates, Licenses, and Registrations

1. All applicants are subject to a national criminal background check under South Texas College policy.

Physical Requirements

1. Exerting up to 10 pounds of force occasionally and/or negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body.
2. Bending the body downward and forward by bending leg and spine.
3. Perceiving attributes of objects, such as size, shape, temperature or texture by touching with skin, particularly that of fingertips.
4. Picking, pinching, typing, or otherwise working, primarily with fingers rather than with the whole hand as in handling.
5. Applying pressure to an object with the fingers and palm.
6. Perceiving the nature of sounds at normal speaking levels with or without correction.
7. Ability to receive detailed information through oral communication, and to make the discrimination in sound.
8. Raising objects from a lower to a higher position or moving objects horizontally from position-to-position. Occurs to a considerable degree and requires substantial use of upper extremities and back muscles.
9. Ability to make rational decisions through sound logic and deductive processes.
10. Expressing or exchanging ideas by means of the spoken word including the ability to convey detailed or important spoken instructions to other workers accurately and concisely.
11. Standing particularly for sustained periods of time.
12. Bending body downward and forward by bending spine at the waist. Occurs to a considerable degree and requires full motion of the lower extremities and back muscles.
13. Close visual acuity to perform an activity such as: preparing and analyzing data and figures; transcribing; viewing a computer terminal; and/or extensive reading.
14. Mobility to accomplish tasks, particularly for long distances or moving from one work site to another.

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The above job description is not intended as, nor should it be construed as, exhaustive of all responsibilities, skills, efforts, or working conditions associated with this job.

Reasonable accommodations may be made to enable qualified individuals with disabilities perform the essential functions of this job.

HOW TO APPLY: Submit a South Texas College application, letter of intent, resume, copies of transcripts (official transcripts required if hired) and a list of five professional references with addresses and phone numbers to:

**SOUTH TEXAS COLLEGE
OFFICE OF HUMAN RESOURCES
2501 W. Pecan Blvd.
McAllen, TX 78501**

South Texas College is an equal education and equal employment opportunity/affirmative action employer. As an equal education institution and equal opportunity employer, the College does not discriminate on the basis of race, color, national origin, religion, age, sex, sexual orientation, gender, gender identity, disability, genetic information, or veteran status.