Position Title: Adjunct Clinical Instructor – Nursing Program Clinical
Reports To: Nursing Program Director
FLSA Status: Limited Term Salary Employee
Annual Contract: Part-time Per Semester or Term
Rate of Pay: $40 per Hour for Total of 96 to 144 Hours
Posting Date: May 18, 2022
Application Deadline: Until Filled
Start Date: As soon as possible

General Position Summary:
Provide Instruction for students enrolled with the University, oversee all activities of patient care, ensure optimal level of care in clinical setting, participate in various education programs, and ensure compliance to all lesson plans. Clinical Instructors are responsible for providing effective instruction and assessment during clinical practice training of nursing students in the classroom, lab, hospital, and community facilities. The clinical instructor must identify the strength and weaknesses of the nursing students while providing a nurturing atmosphere of experiential training where students can grow intellectually as well as professionally.

Key Responsibilities:
• Adjunct Instructor will consult, develop and/or review, with the Provost and Division Chair, all applicable course syllabi and materials, prior to the beginning of the semester or term.
• Adjunct Instructor will provide to the Provost an electronic copy of syllabi by the first day of class and agrees to use only University-approved materials, including syllabi, for class instruction.
• Adjunct Instructor will only utilize University-approved software, including myLCO and Canvas for the instructional period of their employment.
• Adjunct Instructor will submit a list of needed classroom materials and supplies for the course(s) to the Provost within a period of time sufficient to receive materials prior to the beginning of the class (if possible).
• Adjunct Instructor will provide weekly attendance reports through the online reporting system provided by the University.
• Adjunct Instructor will submit mid-term and final grades to the Registrar by the required submission date and consistent with the Academic Calendar.
• Adjunct Instructor will provide office hours for students equivalent to the amount of time taught during each week.
• Adjunct Instructors of online courses will provide time in virtual class and through student interactions equal to that of in-person courses.
• Adjunct Instructor will prepare and attend all assigned class times, including scheduled examinations and study periods.
Provost has the sole authority to cancel or reschedule classes. Adjunct Instructor will consult with the Provost in all instances where class time may be canceled or rescheduled.

If a class is cancelled for emergency reasons, the Adjunct Instructor shall contact the Provost within twenty-four hours of the canceled class period.

Adjunct Instructor shall comply with all current and future rules, regulations, policies, procedures and practices of the University, including but not limited to, the University Charter and all University personnel policies and procedures.

Adjunct Instructor shall comply fully with all applicable laws, rules, codes, and ordinances of every governing authority relative to the duties of this position.

Adjunct Instructor will maintain all licenses, certifications, or approvals reasonably required by the University.

Adjunct Instructor will return to the University, upon termination or completion of services, all written and other materials furnished by the University together with providing the University with a copy of any materials created for the course while under University employment.

Other duties as assigned by the Provost, in consultation with the Adjunct Instructor.

**Minimum Qualifications:**

- Pass a background check.

**Educational Requirement:**

- Master’s degree in Nursing, nursing administration, nursing education, public health nursing or a nursing clinical specialty,
- or bachelor’s degree in Nursing

**Occupational Experience Requirement:**

- Two full-time years (or equivalent) of verified related paid work experience in Nursing
- Working titles which provide the occupational experience necessary include: Registered nurse, staff nurse, head nurse, nurse patient care coordinator, patient care coordinator, nursing team leader, advanced practice nurse, charge nurse, nursing supervisor, director/vice president of nursing, nurse practitioner, nursing discharge planner, home health nurse, nursing supervisor, clinical care coordinator, clinical nurse specialist, nurse manager, occupational health nurse, public health nurse.
- Working titles which do not provide the occupational experience necessary include: Licensed practical Nurse, physician’s assistant, certified nursing assistant, homemaker/home health aide, health unit coordinator.

**Additional requirements:**

- Currently licensed as a Registered Nurse (RN) in the State of Wisconsin or a state belonging to the Nurse Licensure Compact (NLC) identified at [http://dri.wi.gov/prof_practice_faq_detail.asp?prfaqid=175&profid=27&locid=0](http://dri.wi.gov/prof_practice_faq_detail.asp?prfaqid=175&profid=27&locid=0)
- LCOOCC shall follow the WI Board of Nursing and the Accreditation Commission for Education in Nursing (ACEN) requirements.
Recency Requirement:

- At least one year of relevant occupational experience must be within five years prior to date of hire.
- The recency requirement shall be waived if the individual has at least one year of related occupational experience with at least two years of successful full-time postsecondary teaching experience in the area of instruction within five years prior to date of hire.

Work Environment:

- Main work environment is off campus at various clinical sites such as local hospitals, clinics, long term care facilities and health departments.
- Office, classroom, and campus facilities environment.
- May require travel to Outreach Sites and external meetings.

Reportability:

- Reports to Nursing Program Director.

Application Process:

Please submit either hard or electronic copy of a cover letter, an updated resume, unofficial transcripts, and a completed LCO Ojibwe University job application (available online at www.lco.edu/hr) to the address directly below. All materials should be submitted in a single packet. **Only applications containing all the items noted above, fully completed, will be considered.**

Hand-delivered application packages will be accepted at the University until 4:30 pm on the deadline date; mailed applications must be received by the deadline date, and emailed application packages must be received by 11:59 pm on the deadline date.

Human Resources
Lac Courte Oreilles Ojibwe University
13466 W Trepania Road
Hayward, WI 54843
Phone: 715-634-4790
Fax: 715-634-5049
Email – hr@lco.edu

All materials submitted will become property of the University and will be retained for six (6) months from the application deadline.

Lac Courte Oreilles Ojibwe University encourages applications from all peoples and sources; however, we follow an Indian preference policy when hiring.

“The Lac Courte Oreilles Ojibwe University mission is to provide Anishinaabe communities with post-secondary and continuing education while advancing the language, culture, and history of the Ojibwe.”