School of Nursing

Director of Nursing Continuing Education

The University of Texas Health Science Center School of Nursing, one of five schools in a thriving South Texas Medical Center, is a vibrant growing School, dedicated to serving the South Texas community and beyond. We are committed to excellence in education, research and practice. Research centers such as the Barshop Center for Aging, Cancer Therapy and Research Center and the Academic Center for Evidence Based Practice provide extensive intra- and inter-disciplinary teaching and research opportunities in a multicultural environment. This well established School of Nursing with over 100 faculty and 9000 professional graduates, offers BSN, MSN, DNP and PhD programs of study. The Director of Nursing Continuing Education is a member of the senior leadership team of the School of Nursing and will provide transformational leadership in the continuing nursing education mission of the school.

This Administrative and Professional non-faculty position is responsible for identifying, managing, and directing the overall Office of Continuing Nursing Education (CNE) for the School of Nursing at the UT Health Science Center San Antonio. The incumbent will oversee the design, execution, and effectiveness of a system of internal controls which provides reasonable assurance that the overall CNE Program is in full compliance with all accreditation criteria, operates effectively and efficiently, ensures assets are safeguarded, and financial information reliable. The position also entails making sure the CNE Program is comprised of activities which result in improved nursing competence and performance, while adhering to institution, state, and national laws, regulations, policies, and procedures.

Requirements: Master’s degree in a related field preferably finance or marketing, with at least five (5) years of senior management experience in meeting, planning program logistics.

Preferred Qualifications: Minimum of five (5) years of experience in development and implementation of meeting planning logistics & projecting program budgets/break-even analysis; the ability to deliver well developed logistical programs, plan strategically, write effectively, interact with others to facilitate results, as well as possess a strong work ethic consistent with independent work, and an attention to quality. It is critical that this individual be independently driven and accustomed to working within a small business culture void of big company resources, strong attention to detail and successful experience working in a highly regulated healthcare environment is ideal. The successful candidate
should be innovative, entrepreneurial and be able to work collaboratively with their peers in a results driven culture, have the ability to negotiate the best contracts for the School of Nursing, and be polished and comfortable interacting with clients/peers on a daily basis in a professional manner. The successful candidate should also have proven knowledge and skills as well as a successful track record in computer technology, government, not for profit & pharmaceutical educational grant solicitation & management.

For a complete position description or to apply please visit [www.uthscsajobs.com](http://www.uthscsajobs.com) and reference requisition number 20110949. The UT Health Science Center San Antonio is an EEO/AA employer. All positions are security sensitive.