



St. John's College

VACANCIES



St. John's College, Belize City, invites applications from suitably qualified persons to fill the following full-time positions:

1) Director of the SJC School of Nursing

Job Description:

The Director of the SJC School of Nursing is a critical leadership position, in coordination with the divisional administrators, and reporting directly to the Dean, responsible for overseeing and advancing the academic, administrative, and strategic functions of the nursing program at the college level. This role requires a visionary leader with a deep understanding of nursing education, research, and practice, as well as the ability to foster collaboration, innovation, and excellence within the college.

Responsibilities:

- Develop and implement, in consultation with the Dean, a strategic vision and long-term plan for the School of Nursing in alignment with the overall goals of the college.
- Foster a culture of excellence, innovation, and collaboration among faculty, staff, and students.
- Collaborate with the Dean to address trends and challenges in nursing education and healthcare.
- Ensure high-quality, evidence-based nursing programs that meet licensure standards and prepare graduates for successful careers.
- Oversee curriculum development to reflect best practices and evolving healthcare needs.
- Foster interdisciplinary and interprofessional collaboration within the School of Nursing and across the college.
- Undertake teaching of professional core courses and coordinate student advising, as necessary.
- Encourage and support faculty and student research initiatives, securing external funding, and promoting dissemination of research findings.
- Foster a culture of scholarly, critical thinking, and evidence-based practice within the School of Nursing.
- Support faculty in disseminating research, presenting at scholarly forums, and engaging in collaborative projects.
- Manage daily operations, including budgeting, resource allocation, and staff management.
- Ensure compliance with college policies and promote a positive, inclusive work environment.
- Build relationships with healthcare organizations, professional nursing associations, the Nurses and Midwives Council of Belize, and other community partners; coordinate clinical placements, internships, and collaborative projects to enhance student learning.
- Represent the School of Nursing at relevant meetings and events.

Qualifications/Requirements:

- Minimum of a Master's Degree in Nurse Education or a related field.
- A valid nursing license and eligibility for registration as a nurse in Belize.
- Familiar with and supportive of the mission of St. John's College.
- Significant academic experience, including teaching, research, and leadership roles in nursing education.
- Demonstrated administrative and management skills, including budgeting, resource allocation, and supervision.
- Knowledge of licensure standards, regulatory requirements, and best practices in nursing education.
- Strong interpersonal, communication, and collaboration skills.

Remuneration: In accordance with the pay scale approved by the College.

Successful applicants will be expected to participate in orientation programs and in St. John's College's continuous formation in accordance with the mission and goals of the college and the Catholic, Jesuit education.

Applications are due by **Friday, August 9, 2024.**

Application forms are available at the Human Resources Office or online at www.sjc.edu.bz.

Send or deliver completed St. John's College application for employment along with cover letter, resume, a copy of your Social Security card, a copy of your birth certificate or passport page, a police record, a copy of highest degree, an official sealed transcript, medical & drug test, and two (2) recent completed reference forms or letters of recommendation to:

**Human Resources
St. John's College
Princess Margaret Drive
P.O. Box 548
Belize City, Belize C.A.
E-mail: hr@sjc.edu.bz**