

# FLORIDA GATEWAY COLLEGE

## *Job Description*

### EXECUTIVE DIRECTOR, NURSING AND HEALTH SCIENCES

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#### **DISTINGUISHING CHARACTERISTICS:**

This is a professional classification responsible for the development and supervision of innovative and forward-thinking programs. The primary responsibilities of the Executive Director of Nursing and Health Sciences at FGC is to implement and maintain programs in the department of Nursing and Health Sciences, continue to expand all program areas and resources, provide effective leadership for administration, faculty, and students, manage multiple budgets, and an understanding of strong personnel management. The person who holds this position will be responsible for the planning, and implementation of the Bachelor of Science degree in Nursing, Associate of Science Degree in Nursing programs, the Practical Nursing, Patient Care Technician, and Physical Therapy Assistant programs. The Executive Director will have the responsibility of developing and maintaining a premier institute that will support Florida Gateway College as it moves into the baccalaureate degree program level.

#### **ESSENTIAL JOB FUNCTIONS:**

*(Note: The following examples of work as listed in this job description are not necessarily descriptive of any one position in the classification. The omission of specific statements does not preclude management from assigning specific duties not listed herein if such duties are a logical assignment to the position.)*

Demonstrates knowledge and understanding of programs under supervision.  
Maintains accurate literature regarding admission requirements of each program.  
Maintains and updates the Student Nurse Handbook which should address both class and clinical policies.  
Maintains high standards and provides support for faculty, students and staff under supervision.  
Uses appropriate technology in presentations, recordkeeping, and detailed records with accuracy.  
Helps develop the programs' academic plan for the year with projections for future years.  
Recommends to the Vice President of Occupational Programs the appropriate budget, program changes, improvements and needs for respective areas.  
Recommends to the Vice President of Occupational Programs possible new offerings for consideration by Executive Council.  
Supervises student recruitment, student selection, instruction, advisement, and placement of students.  
Approves students for graduation. In practical nursing and associate degree nursing, this includes verification to the Florida State Board of Nursing.  
Supports the Vice President of Occupational Programs, and President in accomplishing their objectives.  
Meets annually with FGC Education and Training Specialist to review and update articulation agreements.  
Assesses and determines regional health industry needs.  
Attends state level meeting of nursing programs.  
Stays informed of changes affecting programs as mandated by the Department of Education or the Florida Board of Nursing.  
Coordinates accreditation processes for programs under supervision.  
Participates in civic and economic activities.  
Establishes and coordinates collaboration and networking of health industry partners to maximize resource use.  
Develops, completes, and submits reports accurately and on time.  
Prepares and presents training proposals to clients with complete and accurate information. Designs programs, evaluations, and surveys.

**ESSENTIAL JOB FUNCTIONS: (continued)**

Secures and maintains provider status for continuing education with the Florida Board of Nursing.  
Develops continuing education programs for nurses.

*(These essential job functions are not to be construed as a complete statement of all duties performed. Employees will be required to perform other job related marginal duties as required.)*

**MINIMUM QUALIFICATIONS:**

**EDUCATION AND EXPERIENCE:**

Master's degree in Nursing or closely related field, be eligible for or hold a Florida Nursing license, have at least five years of progressive administrative experience, and a strong background in program design and accreditation.

**KNOWLEDGE, SKILLS AND ABILITIES:**

Ability to use effective communication techniques with students and all other stakeholders. Present to a variety of audiences not limited to public school students, business owners, industry leaders, and college peers.

Ability to work with various health professionals in the five county service area and other stakeholders in the region in a continuous improvement of the educational experiences for students.

Ability to use technology in presentations and daily work.

Computer literate.

Ability to coordinate student recruitment and retention. Ability to coordinate scheduling of classes for the area.

Ability to coordinate with other departments to provide quality education. Ability to evaluate program plans and recommend improvements.

Ability to present information in a coherent manner in both large and small group settings

Ability to plan and manage budgets.

Ability to assess and update programs as well as establish new ones based on service area needs.

Ability to coordinate workshops for staff and presentations to students.

Complete reports required for grant reporting.

Skills in interpersonal relationships.

Ability to foster collaborative partnerships with all regional health facilities.

**ESSENTIAL PHYSICAL SKILLS**

Acceptable eyesight (with or without correction).

Acceptable hearing (with or without hearing aid).

Ability to communicate both orally and in writing.

**ENVIRONMENTAL CONDITIONS:**

Works inside in an office environment; some travel necessary.

*(Reasonable accommodations will be made in accordance with existing ADA requirements for otherwise qualified individuals with a disability.)*

## MELODY CORSO, MSN, RN, CNE

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### EDUCATION

Florida State University, Tallahassee, FL

#### **MSN in Nursing Education**

**08/2007-12/2009**

Area of Concentration: Nurse Education

University of Florida, Gainesville, FL

#### **BSN with Honors**

**08/1997-05/1999**

Santa Fe Community College, Gainesville, FL

#### **AA with Honors**

**08/1996-05/1997**

Area of Concentration: Nursing Pre-requisites/General Ed.

Palm Beach Community College, West Palm Beach, FL

#### **Working towards AA**

**05/1995-05/1996**

Area of Concentration: Nursing Pre-requisites/General Ed.

### LICENSURE AND CERTIFICATION

Registered Nurse, State of Florida May, 1999 to present, expires July, 2014

BLS, expires March, 2014

Certified Nurse Educator, NLN, September 2012, expires September 2017

### TEACHING AND ADMINISTRATIVE EXPERIENCE

Florida Gateway College (Formerly Lake City CC), Lake City, FL

06-2004- Present

#### **Executive Director of Nursing and Health Sciences**

**09/2014-Present**

Develop schedules/assignments for faculty. Supervise, mentor and evaluate faculty in RN-BSN, ASDN, PTA, PN and PCA/PCT programs. Supervise daily running of all nursing and health science programs. Maintain and update admission requirements brochures and Student Nurse Handbooks. Maintain proper contracts with clinical agencies. Complete clinical requests. Conduct faculty and Nursing Advisory committee meetings. Prepare program reports at the college, state and national levels.

#### **Director of Nursing**

**01/2014-09/2014**

Develop schedules/assignments for faculty. Supervise, mentor and evaluate faculty in ASDN, PN and PCA/PCT programs. Supervise daily running of all nursing programs. Maintain and update admission requirements brochures and Student Nurse Handbooks. Maintain proper contracts with clinical agencies. Complete clinical requests. Conduct faculty and Nursing Advisory committee meetings. Prepare program reports at the college, state and national levels.

#### **Professor/Interim Coordinator, ASDN program**

**01/2013-12/2013**

Provide classroom, lab and clinical instruction. Implement technology in classroom. Develop syllabus and overall course structure, and administer all grades for all courses. Develop and coordinate schedules, calendars and clinical rotations for faculty and students. Admit students at the beginning of the program. Interview and mentor new faculty and adjuncts. Prepare program reports for administration.

#### **Coordinator/Professor, Practical Nursing**

**06/2004- 12/2012**

Coordinate the practical nursing program. Perform selection process and admitting students at the start of program. Provide classroom, lab and clinical instruction. Implemented more use of technology in classroom. Develop all

schedules, calendars and rotations for faculty and students. Develop syllabus and overall course structure, and administer all grades for all courses. Coordinate pinning ceremony at the end of program. Supervise and coordinate faculty and adjuncts. Interview and mentor new faculty and adjuncts. Prepare program reports for administration.

North Florida Hospital, Gainesville, FL

**Childbirth Instructor- Part-time**

**01/2003-08/2004**

Instructed childbirth and newborn classes for expectant couples and a sibling class for siblings. Taught all classes using various electronic methods in addition to lecture. Performed tours to the mother/baby unit for couples and siblings.

**RELATED EXPERIENCE**

Hospice of North Central Florida, Palatka, FL

**RN**

**8/2002 – 01/2004**

Provide and oversee nursing care to Hospice patients at home or in facilities. Monitored medication use as well as monitor pain issues. Activate care plans. Act as liaison between patients and physicians. Contact physicians as needed. Collaborate with Hospice team weekly at team meetings.

Shands at UF, Gainesville, FL

**Staff RN**

**07/1999 – 08/2002**

Provide and manage nursing care for patients on various units. Administer medications. Document on all patients per shift. Floor worked included services such as Neuro, Neurosurgery, ENT and Plastics. From there went to Labor and Delivery for last year there.

**MEMBERSHIPS**

National League of Nursing  
 Association of Practical Nurse Educators of Florida  
 Sigma Theta Tau  
 Florida Association of Community Colleges  
 Phi Theta Kappa

**PUBLICATIONS**

2012, Summer, High, L. & Corso, M., Column in Lake City reporter, Virtual Worlds Come to Florida Gateway College  
 2010, July, Corso, M., Column in Lake City Reporter on the Practical Nursing Program

**VOLUNTEER AND COMMUNITY ACTIVITIES**

Warming Families- crochet needed items 2002-Present  
 Treasurer for FDGA (Florida Dairy Goat Association) June 2011-June 2012  
 Implemented and coordinating a crochet club for nursing students to make and donate items to local facilities. 2008  
 Taught Safe Touch Program at area Catholic church 2006-2007  
 Newsletter and web-person for FDGA (Florida Dairy Goat Association) 2004-2006

**AWARDS**

Received the NISOD Excellence Award 2008