

# Chicago State University

<b>Title</b>	CNA Educator – Chicago State University
<b>Employee Class</b>	Administrator
<b>Department</b>	Office of the Dean of Health Sciences
<b>Full-time/ Part-time</b>	Part-time
<b>Hours Per Week</b>	40
<b>Standard Work Week</b>	M – TH/ 9 AM – 5PM, F - Clinical 8-week CNA Class + 1 day orientation (semi-flexible)
<b>Rate of Pay Hourly</b>	\$30 -\$40 per hour
<b>Anticipated Start Date</b>	March 2023
<b>Job Summary</b>	<p>Under administrative direction, the instructor oversees the ongoing procedures of a program, setting priorities and organizational structure. In order to execute the program goals and objectives, the instructor organizes the skills of diverse people, and formulates functioning groups to simultaneously assure the program's success.</p>
<b>Job Description</b>	<ol style="list-style-type: none"><li>1. Administratively responsible for implementing CNA program priorities, setting goals and objectives for subordinates in the ongoing process of a program.</li><li>2. Develops systematic approach and maintains efficient and effective daily workflow in an area, and submits reports as assigned.</li><li>3. Serves as an integral part of the decision-making process contributing to the goals compatible with the organizations established to implement the mission established by an employing unit or external board.</li><li>4. Provides leadership, communicates commitment and sets expectations for staff.</li><li>5. Manages human and material resources. Maintains appropriate records. Communicates and follows-up on pertinent matters.</li><li>6. Serves as a resources person, referral agent and creates links and acts as a liaison to other campus and community groups, expanding internal and external program development.</li><li>7. Formulates and recommends policies governing continual evaluation of programs. Recommends and implements changes based on the evaluations. Resolves any existing program problems.</li><li>8. Schedules, assigns, and reviews work within the program.</li><li>9. Participates in recruiting and selecting of staff members and appraising staff performance.</li><li>10. Assist with curriculum development and revision for the CNA program.</li><li>11. Perform other related duties as assigned.</li></ol>
<b>Compliance</b>	<p>The position requires the execution of all job responsibilities and duties in full compliance with all applicable state mandates, university rules and Federal regulations. Position entails cooperation with the directives and initiatives of the Office of Compliance and its efforts to promote a culture of compliance throughout the university.</p>

<b>Minimum Qualifications</b>	Currently Illinois license as a registered nurse. Train the trainer credentials for CNA education Three to four years of experiencing in teaching and clinical supervision of CNA students.
<b>Knowledge, Skills and Abilities</b>	Work independently and exercise sound judgment within established guidelines; understand and implement administrative policies and procedures; conduct administrative research and analysis; collect, evaluate and interpret varied data, evaluate alternatives and reach sound conclusions; use word processing, graphics, spreadsheet and database programs to develop reports, databases and communications materials; compose correspondence; coordinate multiple projects and meet critical deadlines; establish and maintain effective working relationships with peers, general public, faculty, staff, students, and administrators.
Posting Contact Information	
<b>Contact Name If different from Hiring Manager</b>	Kelli Simmons
<b>Contact Email</b>	ksimmons@csu.edu
<b>Contact Phone</b>	773-995-3925
<b>APPLY ONLINE</b>	<a href="https://chicagostate.peopleadmin.com/postings/search">https://chicagostate.peopleadmin.com/postings/search</a>