

Notre Dame College, a Catholic institution in the tradition of the Sisters of Notre Dame, educates a diverse population in the liberal arts for personal, professional and global responsibility.

To apply, please submit a résumé and cover letter to careers@ndc.edu. Please list the title of the position for which you are applying in your subject line of your e-mail. If you are applying for an adjunct position please list the subjects you teach.

This website is maintained daily. Jobs are removed once they've been filled. Jobs are full-time unless otherwise noted. The normal workweek is 35 hours.

Current Openings

Clinical Coordinator

Nursing

Position Description: The Clinical Coordinator collaborates with the Chair of the Nursing Division and the Course Coordinator to negotiate and arrange clinical experiences to meet the educational objectives for clinical courses within the Nursing Division. The Clinical Coordinator is responsible for complex communication and problem solving to maintain positive working relationships between the College, Nursing Division faculty, and a variety of health care agencies.

Responsibilities/Duties Include:

- Collaborate with Nursing Division faculty to determine clinical placement experiences for students.
- Investigate and recommend appropriate agencies to meet the identified educational objectives for nursing students.
- Assists faculty in evaluating the appropriateness of clinical experiences and make adjustments as needed to ensure compatibility of the agency with the course objectives.
- Review and summarize evaluations of clinical placements in consultation with Nursing Division faculty.
- Establishes and maintains relationships with representatives of the agencies in which students are placed.
- Communicates with clinical agencies regarding plans for student placements (dates, student numbers, etc.).
- Coordinates clinical orientation for faculty and students.
- Uses the StudentMax system for student clinical placements.
- Communicates with course coordinator to optimize the use of clinical resources.
- Promotes positive working relationships with clinical placement agencies and other institutions.
- Maintains accurate records regarding clinical placements.
- Ensures that students meet requirements for background checks, immunizations, CPR , and drug screening as needed by clinical agencies.
- Maintains an up-to-date inventory of agency contacts and requirements of clinical placement sites.
- Conducts site visits of all clinical sites used for nursing courses.
- Orients clinical adjunct faculty to the Nursing Program.
- Evaluates clinical adjunct faculty
- Ensures compliance with the Ohio Administrative Code and Ohio Board of Nursing rules.
- Additional assignments may be required as assigned by the Chair of the Nursing Division

REQUIREMENTS/QUALIFICATIONS:

Education

- Master's Degree in Nursing from an accredited college/university preferred.

Licensure

Current, valid licensure as a registered nurse in the state of Ohio preferred.

Experience

- Health care institution experience or Nursing background, knowledge and experience that includes:
 - Familiarity with the educational needs of student nurses
 - A minimum of three years experience as a registered nurse
 - Knowledge of the diverse organizational environments in which nurses practice
 - Strong organizational skills with an attention to detail
 - Excellent interpersonal skills, including conflict management
 - Ability to manage multiple tasks and set priorities in a fast-paced environment
 - Demonstrates effective written and oral communication skills

Men/Women Track & Field Head Coach

Athletics

We are seeking a highly motivated individual to be responsible for the administration and management of the track and field program for men and women. Coaching responsibilities include the recruitment and retention of academically competitive student athletes, budget management and fundraising.

Bachelor's degree required, master's degree preferred; previous coaching experience preferably at the collegiate level.

Head Men's & Women's Cross Country Coach

Athletics

We are seeking a highly motivated individual to be responsible for the administration and management of the cross country program for men and women. Coaching responsibilities include the recruitment and retention of academically competitive student athletes, budget management and fundraising.

Bachelor's degree required, master's degree preferred; previous coaching experience preferably at the collegiate level.

Assistant Professor of Psychology

Psychology Department of Academic Affairs

The Department of Psychology invites applications for a full-time faculty member. The ideal candidate is committed to excellence in teaching, service and research. Candidates who are generalists with the ability to teach a broad range of courses including a number of developmental courses are sought. The ideal candidate has a Ph.D. in psychology and is interested in working with current psychology faculty to identify creative ways to fund and sustain a research program that would strengthen the department and its graduates. Please submit a statement of teaching philosophy along with cover letter and curriculum vitae.

Assistant Professor of Marketing

Business Division of Academic Affairs

Notre Dame College has an opportunity for a full-time faculty member in Marketing. We are seeking a dynamic and creative person with a commitment to excellence in teaching and academic advising at the undergraduate level. Dedication to service and scholarship is desired. The successful candidate will

have an MBA or equivalent from an accredited institution. Please submit a statement of teaching philosophy along with your resume or cv showing your marketing expertise.

<http://www.notredamecollege.edu/about/employment>

Susan Anderson, MLRHR

HR Director

Notre Dame College

4545 College Road

South Euclid OH 44121

216-373-6396

CHANGING THE WORLD...ONE STUDENT AT A TIME.