



INVITING APPLICATIONS AND NOMINATIONS

**COORDINATOR OF THE  
RN TO BSN DEGREE PROGRAM**

*at* **MONTANA STATE UNIVERSITY-BILLINGS**

# PROGRAM COORDINATOR OF THE RN TO BSN DEGREE COMPLETION PROGRAM at MONTANA STATE UNIVERSITY BILLINGS

**Montana State University Billings** has launched a national search for the **Program Coordinator of the RN to BSN Degree Completion Program.**

The Search Committee invites applications, nominations, and expressions of interest for this academic leader who will be charged with establishing this new online nursing program. The RN to BSN Degree Completion program will reside in the Department of Health Care Services in the College of Allied Health Professions at Montana State University Billings.



## The Opportunity

Montana State University Billings continues an 89-year tradition of educational access, teaching excellence, civic engagement, and community enhancement in an urban setting. The University serves nearly 4,500 undergraduate and graduate students and awards more than 900 degrees. The rate of job placement of graduates is 96 percent.

Fall 2017, the College of Allied Health Professions (CAHP) will offer a Bachelor of Science in Nursing (BSN) completion degree for registered nurses holding an Associate of Science in Nursing (ASN). This BSN completion program, which will be delivered entirely online, advances nurses' careers by preparing nurses for a range of practice environments, for administrative duties, and for graduate

education (including advanced practice nursing to provide access to care in under-served areas of Montana).

The MSU Billings RN to BSN Degree Completion program will target those who hold an Unencumbered Registered Nurse license. The RN to BSN Degree Completion Program is a 49-credit-hour program, with 33 credits in upper division nursing courses and 16 credits in general education requirements. The courses will be offered online, and completion of the degree can be accomplished in three semesters.

The primary responsibility of the Program Coordinator will be to provide overall coordination of the RN to BSN Degree Completion Program, ensuring quality education for undergraduate students. As a tenure-track, nine-month position, the Program Coordinator



will be responsible for scholarly and/or creative endeavors, and service to the Department of Health Care Services, College of Allied Health Professions, and Montana State University Billings.

Successful applicants will be expected to use their skills to assist in recruiting, retaining, and contributing to the success of the students, as well as participating in ongoing efforts to improve the quality of the College's learning-centered environment. This academic leader will be expected to coordinate faculty workloads, develop and deliver upper division nursing courses online, schedule course delivery, advise students, and move the program toward accreditation. The individual also will be expected to share the University's commitment to continuous quality improvement.



# PROGRAM COORDINATOR OF THE RN TO BSN DEGREE COMPLETION PROGRAM at MONTANA STATE UNIVERSITY BILLINGS



College of Allied Health Professions

## Mission

The mission of the College of Allied Health Professions is to prepare allied health professionals for their chosen field, and to meet the needs of society through education, discovery, and service.

## Vision

The vision of the College of Allied Health Professions is to create an environment that allows students to transform into quality health care professionals.

## Qualifications

A Master of Science in Nursing degree from a regionally accredited institution of higher education and a minimum of two years of teaching in an associate and/or baccalaureate program are required. Qualified candidates will have online teaching experience and hold, or be able to acquire, RN licensure in Montana.

## Preferred Qualifications

- Doctorate in nursing or related field
- Previous administrative experience in higher education
- Previous experience with collective bargaining unit
- Previous experience in curriculum development

## The College of Allied Health Professions

The College of Allied Health Professions (CAHP) was formally launched in spring

2004 and represents the sixth College at Montana State University Billings. The College gives attention to the broader definition of allied health and includes those academic programs in behavioral sciences, therapeutic sciences, and support services.

The College is proud to offer curriculum, faculty, and administrative services that help to prepare students to face the challenges of a changing world. Academic programs in the College prepare students with the technical skills needed to work in the dynamic healthcare field. Programs also prepare students to be critical thinkers in their chosen profession, develop a historical consciousness, broaden their understanding of the diversity of the profession and individuals, and develop a defined sense of values that will guide them in their career.

The CAHP fulfills its higher education mission by:

- Requiring and supporting excellence

in teaching, research, and service.

- Requiring high achievement from its students, demonstrated by their academic knowledge, professional skills, commitment, and demeanor.
- Establishing and nurturing ongoing, mutually-beneficial, professional partnerships with health-related professions, agencies, institutions, and professionals.
- Engaging in continuous self-evaluation, program review and revision, and external review.

## Montana State University Billings

Since 1927, Montana State University Billings, formerly known as Eastern Montana College, has been an integral part of the Billings community, providing an outstanding student-centered learning environment. Students receive a well-rounded education and training for Associate's, Bachelor's and

# PROGRAM COORDINATOR OF THE RN TO BSN DEGREE COMPLETION PROGRAM at MONTANA STATE UNIVERSITY BILLINGS

Master's degrees for careers through the University's five colleges: Arts and Sciences, Business, Allied Health Professions, Education, and City College.

MSU Billings is comprised of two campuses: the University campus and the City College at Montana State University Billings campus.

The senior campus of 92 acres is at the foot of majestic sandstone cliffs overlooking the city. Two residence halls connected to the Student Union Building and one family housing apartment complex provide housing to students. Home of the Yellowjackets, the Alterowitz Gymnasium houses a 4,000 seat arena, a practice gymnasium, a

collegiate size swimming pool, an enclosed running track and racquetball courts.

MSU Billings City College is a comprehensive two-year college that offers university transfer education, career preparation, developmental education, GED preparation through a partnership with the local school district, and workforce training.

MSU-Billings offers 2 Certificates of Technical Studies; 14 Certificates of Applied Science; 33 Associate degrees, which includes 1 ASN, 14 AA/AS and 18 AAS; 28 Bachelor's degrees; and 17 Master's degrees. There are 24 online degree programs.

Known for being a tight-knit, caring community, MSU Billings faculty, administrators, and staff emphasize the success of every student and place great value on degree completion. The University strives to maintain the highest standards possible and places significant emphasis on attracting and retaining quality faculty and staff.

With a 19:1 student-to-faculty ratio, the University has an average class size of 25 students. The student body is 62 percent female. The University volunteers more than 7,500 hours of service annually.

The MSUB Powwow is one of the oldest collegiate powwows in the state and one of the largest university-sponsored powwows in the Northwest.



Opportunities beyond the classrooms include 200 internships, more than 10 study abroad options, and 60 clubs and organizations.

MSU Billings is a member of the NCAA II Great Northwest Conference. Men compete in baseball, basketball, track and field, cross country, golf, and soccer, and women in basketball, volleyball, cross country, golf, soccer, tennis, track and field, and volleyball.

## About Billings, Montana

If you are attracted to open spaces, a vibrant economy, family-friendly communities, quality schools, and historical treasures, Billings is a place to call home and to enjoy a high quality of life.

The largest city in the state of Montana,

## The College of Allied Health Professions

### Values

We value collaborative partnerships among students, faculty, researchers, community members, and industry leaders for the purpose of health improvement.

We value a seamless curricular articulation among health related fields.

We hold high regard for adding knowledge to the disciplines represented in the College and seek to engender rigor in the dissemination of new knowledge as part of the educational trust.

We place high value in sharing expertise through community service, both locally and nationally.

# PROGRAM COORDINATOR OF THE RN TO BSN DEGREE COMPLETION PROGRAM at MONTANA STATE UNIVERSITY BILLINGS

Billings is the principal city of the Billings Metropolitan Area with a population of 166,855. Located in the south-central portion of the state, Billings continues to experience steady growth and has a strong economy. The city has one of the largest trade areas in the United States, serving as the trade and distribution center as well as retail destination, for much of Montana east of the Continental Divide, Northern Wyoming, and western portions of North Dakota and South Dakota.

The area has restaurants with worldwide cuisine, attractions that bring to life the true west, outstanding shopping, extensive health care offerings, and exceptional cultural arts and events for all ages. Billings offers both affordability and accessibility.

Surrounded by six breathtaking mountain ranges, Billings offers plenty of opportunities for outdoor recreation, including hiking, biking, golf, and viewing rare Montana wildlife. Area attractions include Pompeys Pillar National Monument, the Dinosaur Trail, Pictograph Cave, Chief Plenty Coups State Park, Zoo Montana, and Yellowstone Art Museum. Within 100 miles are Little Bighorn Battlefield National Monument, Bighorn Canyon National Recreation Area, Red Lodge Mountain Resort, Beartooth Highway, and Yellowstone National Park.

Billings is home to many national corporate headquarters, such as Stillwater Mining Company, Kampgrounds of America, First Interstate Bank, Tractor & Equipment Co., Corporate Air, Edwards Jet Service, Waggoners Trucking, Meadowlark Agency, Ryan Restaurant Corp., CTA Architects & Engineers. Many Fortune 500 firms have branch operations

in Billings, including Exxon/Mobil, Walmart, General Motors, Conoco-Phillips, Ford Motor Company, Wells Fargo, General Electric, U.S. Bank, Travelers Insurance, Sears/K-Mart, Target Corporation, New York Life, and Morgan Stanley.



## Nominations and Application Process

Confidential inquiries are welcomed; nominations are invited.

- To Apply** - Application packet must include:
  - A letter of interest
  - Current curriculum vitae
  - At least five references with full contact information (References will not be contacted without consent from applicants.)
  - Your answers to the questions at:  
[www.myersmcræ.com/skins/userfiles/file/MMQuestions.pdf](http://www.myersmcræ.com/skins/userfiles/file/MMQuestions.pdf)
- Submit application packet to [MSUBillings@myersmcræ.com](mailto:MSUBillings@myersmcræ.com)**

**Nominations** should include the name, e-mail, and phone number of the individual being nominated. Submit nominations to [MSUB-nominate@myersmcræ.com](mailto:MSUB-nominate@myersmcræ.com)

For best consideration, submit application materials by **February 2, 2017**.

**Kenny Daugherty**, Executive Vice President of **Myers McRae Executive Search and Consulting**, is assisting Montana State University Billings with this search.



515 Mulberry Street, Suite 200  
Macon, Georgia 31201  
(478) 330-6222 | [www.myersmcræ.com](http://www.myersmcræ.com)

*Montana State University Billings is an ADA/AA/EEO employer. Qualified women, persons from minority groups, persons with disabilities, and persons with eligible veteran status are encouraged to apply. Contact Human Resources Office, MSU Billings, for more information regarding preference or accommodation, Phone: 406/657-2278 (voice/TTY); Fax: 406/657-2120.*