

POSITION DESCRIPTION

TITLE: Certification Director, Academic Nurse Educator Certification Program **Level:** Manager II, Exempt

REPORTS TO: Senior Director, Testing Services **Hours:** Approx. 20-30/week

GENERAL SUMMARY:

The Certification Director of the Academic Nurse Educator (ANE) certification program works under the supervision of the Senior Director of Testing Services to ensure the successful planning, administration, ongoing development, and promotion of the Academic Nurse Educator certification program. The Certification Director provides administrative support to the Certification Commission and functions as the liaison between NLN and the Certification Commission.

DUTIES AND RESPONSIBILITIES:

1. Manage the Academic Nurse Educator certification program by
 - Managing the certified nurse educator (CNE) examination contract
 - Developing and refining certification operational procedures
 - Collaborating with the Chief Administration Officer regarding the marketing of the certification program
 - Analyzing the progress of the certification program and generating reports
 - Identifying and resolving problems or special issues for exam and certification renewal candidates
 - Providing staff support to the Certification Commission and its subcommittees
 - Overseeing the certification area of NLN's Website
 - Maintaining and updating the *Certified Nurse Educator Handbook*
 - Contributing to the development of the certification budget
 - Managing the certification program budget and providing financial reports to the Certification Commission
 - Corresponding with current and potential candidates
 - Representing the National League for Nursing at professional certification-related meetings and conferences
 - Promoting the Academic Nurse Educator Certification Program to faculty, academic institutions, professional organizations and the public
2. Facilitate the Certified Nurse Educator (CNE) test development process by
 - Preparing for and managing the facilitation of item development workshops
 - Organizing item writing timeline and assignments
 - Oversee the editing, coding and validating of test items submitted by item writers
 - Coordinating examination item review meetings and processes
 - Facilitating the process of creating examination forms
 - Working with subcommittees and vendor to perform analysis of test items and data
 - Coordinating efforts required to conduct the nurse educator practice analysis, examination specifications, and standard setting as scheduled

QUALIFICATIONS:

Experience working with professional certification programs and experience working in non-profit organizations is strongly preferred. Experience in nursing education is also preferred. Working knowledge of certification programs and non-profit governance. Interest in promoting certification for academic nurse educators. Commitment to certification of nurse educators in the advanced practice role of educator. Ability to manage multiple tasks, function independently and meet deadlines. Skilled in Windows, word processing, spreadsheets, databases, presentation software (Microsoft Office Products preferred). Ability to work and communicate effectively with staff. Excellent communication skills required. Demonstrated ability to supervise and work with others, to promote teamwork, and meet Business Unit needs.

LOCATION:

The Certification Director may work from a home office. Periodic travel to the NLN office in New York will be required.

TRAVEL:

In addition to periodic travel to the NLN office in New York, other occasional travel will be required. This travel includes, but is not limited to, attendance at Certification Commission meetings and national conferences.

CONTACT:

To apply for the Certification Director position, please send a cover letter, resume, and salary requirements to Linda Christensen at lchristensen@nlm.org by May 22, 2009. If you have questions about the position, please contact Janice Moore at jmoore@seacrestcompany.com.