



# WEST VIRGINIA STATE UNIVERSITY

## **LPN to BSN Instructor and Coordinator College of Professional Studies**

**West Virginia State University:** West Virginia State University (WVSU) is a public land-grant institution, which was founded in 1891 as a Historically Black College and University (HBCU), and has evolved into a fully accessible, diverse, and multi-generational institution serving approximately 3,500 students. The University is a community of students, staff, and faculty committed to innovative teaching and learning, research and service that offers 23 undergraduate and seven graduate degrees through its four colleges, and competes in athletics at the NCAA Division II level in five men's sports and five women's sports. WVSU is located in Institute, WV, a suburb of Charleston, the largest city and the capital of West Virginia. With more than 300,000 people living in the metropolitan area, it is an active, exciting and engaging community, boasting cultural and historical events, music, festivals and entertainment.

**Position Description** the Department of Nursing at West Virginia State University announces a position for LPN to BSN Coordinator starting in the Fall 2026 semester. The Department of Nursing at WVSU offers a Bachelor of Science degree in Nursing (BSN), including a hybrid pathway for Licensed Practical Nurses (LPNs) seeking to advance to the BSN level. This is a non-classified, essential, FLSA-exempt, full-time, benefits eligible position. The role may require some weekend availability for student orientations, advising sessions, clinical supervision, recruitment events, clinical coordination activities, or program-related functions.

**Responsibilities for the LPN to BSN Instructor /Coordinator** The LPN to BSN Coordinator must possess the following skills and attributes: strong interpersonal and communication skills; strong clinical and professional skills; organization and management skills; ability to support adult learners in bridge/transition programs; and flexibility for occasional weekend commitments.

Essential functions, in addition to teaching, include:

- Serves as the primary point of contact and lead coordinator for the Hybrid LPN to BSN program, including recruitment and retention of students through collaboration with admissions and community partners.

- Advises and mentors LPN-to-BSN students on Hybrid LPN to BSN plan of study, career pathways, and academic success strategies.
- Participates in curriculum evaluation and revision specific to the LPN-to-BSN pathway, ensuring alignment with BSN program standards, accreditation requirements (e.g., CCNE/ACEN), and state board regulations.
- Arranges and monitors clinical placements for preceptorships for the Hybrid LPN to BSN students.
- Participates in interviewing for hiring of faculty supporting the Hybrid LPN-to-BSN pathway.
- Promotes rapport within the department, campus, and community, including outreach to LPN programs, healthcare facilities, and professional organizations.
- Attends and participates in faculty meetings, department committees, and program-specific meetings.
- Provides direct supervision, instruction, and evaluation of nursing students in clinical settings (e.g., hospitals, clinics, long-term care facilities).
- Facilitates and assists with nursing skills and simulation labs on campus, including preparation, demonstration, practice sessions, and evaluation of student performance.
- Participates in accreditation reviews, reports, and self-studies
- Participates in developing programs, evaluating and revising student policies, organizational framework, and curricular offerings for the Hybrid LPN-to-BSN program.
- Participates in publicizing and disseminating information about the Hybrid LPN-to-BSN program through marketing, events, and community engagement.
- Other duties as assigned.

#### **Requirements for the LPN to BSN Instructor / Coordinator**

- Master's degree in nursing required; a Ph.D. or DNP in nursing is preferred.
- Current/unencumbered RN license in West Virginia.
- Current healthcare provider CPR certification through the American Heart Association.
- At least 5 years of full-time clinical experience as a registered nurse in relevant areas (e.g., acute care, community health, or education settings).
- Previous teaching experience in nursing (preferred); experience in curriculum development, program coordination, or advising adult/bridge students is highly desirable.
- Strong organizational, communication, and interpersonal skills; ability to work collaboratively and manage multiple priorities.
- Flexibility to be on-call or work some weekends as needed for program activities.

**Salary Statement** commensurate with experience and qualifications; adjusted upward from standard faculty range to reflect coordination responsibilities).

**Appointment Status** 10-month non-tenure track position (with potential for summer supplemental duties related to program coordination).

## **Benefits of Full-Time Employment**

West Virginia State University offers a comprehensive benefits package designed to support the health, financial security, and work-life balance of its employees. Benefits include employer-sponsored health insurance through PEIA with prescription coverage, access to wellness programs, and the option to enroll in dental, vision, hearing, and other supplemental insurance plans. Employees may also participate in health savings accounts and flexible spending accounts.

The university provides employer-paid basic life insurance and offers optional additional coverage. Retirement benefits are provided through the TIAA retirement plan with a **6% employer match for employees contributing 6% of their salary.**

### **To Apply:**

First consideration will be given to applicants who submit a resume, cover letter, academic transcripts, and the names and email addresses or phone numbers of three professional references by 07/24/2026. The position will remain open until filled. All requested information must be submitted for your application to be considered.

Please submit application materials via email to [jobs@wvstateu.edu](mailto:jobs@wvstateu.edu) or mail to:

West Virginia State University  
Department of Human Resources  
P. O. Box 1000, 324 Ferrell Hall  
Institute, WV 25112

**West Virginia State University conducts criminal background checks on all job candidates upon acceptance of a contingent offer. Any offer of employment is contingent upon the satisfactory completion of a background check.**

**West Virginia State University is an equal opportunity employer committed to providing access, equal opportunity, and reasonable accommodation in employment and in its services, programs, and activities. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, age, protected veteran status, or disability. Individuals who require reasonable accommodation to participate in the job application or interview process should contact the Disability and Accessibility Resources unit at 304-766-3083 or [ada@wvstateu.edu](mailto:ada@wvstateu.edu)**