

Duke University School of Nursing

Job Description

HR Title: Program Director

Working Title: Director, Multi-Academic Programs

Job Code: 1435

Job Level: 13

Updated: February 2026

Position Summary

The Program Director provides leadership, administrative direction, and operational management for multiple academic programs within the Duke University School of Nursing (DUSON), including the DNP, CRNA, MSN, MN, and PhD Programs. The role advances program quality, supports academic and clinical operations, ensures compliance with regulatory and accreditation requirements, and strengthens the student, faculty, and staff experience. The Program Director collaborates with senior leadership to implement strategic initiatives, promote a strong sense of belonging across the community, and ensure alignment with schoolwide and institutional priorities.

Supervisor

This position reports to the Vice Dean of Academic and Student Affairs.

Position Responsibilities

Strategic Program Leadership

- Lead planning, implementation, evaluation, and continuous improvement of multiple academic programs.
- Develop and execute strategic initiatives with the VDAA, assistant deans, and faculty leadership.
- Ensure alignment with Duke University, Duke Health, and external regulatory standards.
- Support the integration of belonging-focused principles into program strategy and schoolwide initiatives.
- Assist in planning and creating strategies that strengthen a sense of belonging across the DUSON community.

Program Administration & Operations

- Direct day-to-day academic and clinical operations across programs.

- Oversee academic calendars, course schedules, program policies, and operational workflows.
- Lead planning and execution of on-campus sessions, intensives, and academic activities.
- Establish and monitor operational processes that support program growth, innovation, and compliance.
- Support faculty, staff, and students in identifying and implementing opportunities to integrate sense-of-belonging initiatives into program operations, education, and service.

Accreditation, Compliance & Reporting

- Direct accreditation preparation and ongoing compliance for all assigned programs.
- Ensure adherence to state, national, and professional regulatory requirements.
- Partner in maintaining data systems for student records, clinical hours, and program metrics.
- Produce high-quality reports and analyses for internal and external stakeholders.
- Incorporate belonging-related metrics and evaluation into accreditation and reporting processes where appropriate.

Student Experience & Academic Support

- Provide senior-level support in addressing complex or sensitive student concerns.
- Coordinate admissions, orientation, registration, progression monitoring, and graduation tracking across multiple academic programs.
- Ensure consistent, equitable, student-centered support across programs.
- Develop systems that enhance advising, communication, and student engagement.
- Develop, implement, and evaluate training, workshops, and orientations that promote a strong sense of belonging for students.

Faculty, Clinical & Academic Partnerships

- Collaborate with assistant deans, faculty, and program committees to support curriculum delivery and resource planning.
- Assist in facilitating NAP clinical placement operations, including site partnerships, scheduling, affiliation agreements, and evaluation systems.
- Strengthen relationships with clinical partners, external agencies, and academic collaborators.
- Partner with faculty and staff in integrating belonging-focused practices into curriculum, online learning platforms, and academic partnerships.

Events, Communications & Stakeholder Engagement

- Support the planning and coordination of major multi-program events, including orientations, intensives, workshops, and graduation ceremonies.
- Oversee across program communications and digital platforms.
- Represent programs on schoolwide committees, including the DUSON Scheduling Committee.
- Support programming, events, and communication efforts that foster an inclusive environment and strengthen a sense of belonging for faculty, staff, and students.

Budget, Resource & Staff Management

- Manage program budgeting, financial planning, and resource distribution.
- Foster the growth and success of program coordinators and administrative staff through guidance and support.
- Recommend staffing structures and operational investments to support program priorities.
- Ensure staff development and resource planning incorporate practices that promote a strong sense of belonging.

Education/Training

Work requires analytical, organizational, leadership, and communication skills normally acquired through completion of a bachelor's degree. A master's degree is strongly preferred.

Experience

- Minimum of five years of progressively responsible experience in academic program administration, higher education leadership, or related fields.
- Experience with accreditation, compliance, and multi-program oversight preferred.
- Demonstrated success in leading complex academic programs or initiatives.
- Proven ability to manage staff, budgets, and operational systems across multiple units.
- Strong interpersonal and communication skills for effective engagement with faculty, students, administrators, and external partners.
- Ability to exercise independent judgment, manage ambiguity, and make data-informed decisions in a dynamic academic environment.