



Position Title:	Dean, Nursing Program	Job Code:	0802-00E
Reports To:	Campus President	Job Group:	PEC
Department:	Nursing Program	Salary Grade:	20
Prepared By/Date:	Jennifer C. Brito/09-2008	FLSA Status:	Exempt
Approved By/Date:	Amy Pettigrew/08-11-2010		
Revised:	Jennifer C. Brito/08-24-2010		

Summary:

Serves as the Dean for School of Nursing on a campus with responsibility for overseeing and directing academic programs, community and hospital partnerships, and serves as an integral member of the College and Campus management teams

Essential Duties and Responsibilities:

- Directs, leads and supervises the School of Nursing
- Creates the strategic direction and vision for the delivery of quality, and responsive curriculum and programs
- Promotes, identifies, and expands partnerships, grants, scholarships and international initiatives on behalf of the discipline areas.
- Develops, maintains, and monitors fiscal resources and secures external funding to support educational initiatives
- Participates in the development and implementation of the College policies, procedures, and guidelines
- Participates in developing and implementing college-wide and campus initiatives
- Promotes partnerships with constituents in the external educational, professional and business communities
- Supports curriculum development and revision as relates to program goals and outcomes
- Communicates openly and frequently with department chairs and program coordinators while fostering a collaborative team model.
- Assists in the design of recruitment activities to attract qualified full and part-time faculty
- Coordinates activities with other campus Deans
- Collaborates with the Campus President and other staff to ensure institutional needs are satisfied
- Manages within a student centered learner based environment
- Interfaces with the College Foundation and participates in fundraising activities
- Monitors compliance with state, regional and specialized accreditation organizations
- Promotes an environment supportive of the College mission and vision
- Promotes the professional development of faculty and staff
- Participates in mediating faculty and student issues, grievances, and appeals
- Coordinates with student deans to support the course scheduling and faculty assignment process
- Oversees the development of course schedules and faculty assignments
- Manages the applicable provisions of the negotiated faculty collective bargaining agreement
- Works with student deans to assure appropriate scheduling and delivery
- Participates in and oversees the selection, hiring, and other personnel decisions associated with faculty and staff
- Performs other duties as assigned

Knowledge, Skills and Abilities:

- Knowledge of college educational philosophy and top management administrative practices and procedures; college curricula and instructional programs
- Knowledge of the goals, objectives, structure and operations of major college institutions
- Knowledge and skill in communicating effectively utilizing public relations principles and practices
- Knowledge of college policies and procedures
- Knowledge of technological systems as they apply to instructional, administrative, and workplace needs
- Knowledge of collective bargaining contexts
- Knowledge of strategic planning to effect change in a multi-cultural environment
- Knowledge of employee development and performance management
- Knowledge of leadership skills that promote dedication, creativity, innovation and growth
- Ability to collaboratively lead and manage an academic area
- Ability to think creatively to resolve issues and overcome everyday challenges
- Ability to develop and interpret financial data/plans and manage resources
- Ability to think, reason, and make sound judgments on how responsibilities are completed in compliance with college standards and guidelines
- Ability to work effectively in a multi-ethnic/multi-cultural environment with students, faculty and staff
- Ability to speak effectively to employees, faculty, staff and community groups

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

While performing the duties of this job, work is normally performed in a typical interior/office work environment with moderate noise.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

No or very limited physical effort required and no or very limited exposure to physical risk.

Essential Personnel:

This function/position has been designated as “essential.” This means that when the College is faced with an institutional emergency, employees in such positions may be required to remain at their work location or to report to work to protect, recover and continue operations at the College.

Minimum Requirements:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.

- Doctorate in Nursing, Health Sciences or related field and seven (7) years of senior level experience in higher education **or** equivalent managerial skills and possess demonstrated leadership and creative accomplishments in an administrative role at an institution of higher learning.

ACKNOWLEDGEMENT

I have read and acknowledge receipt of a copy of my job description.

Signature

Date

Printed Name