



JOB CODE: AC/DN01

Job Description

Job Title: Dean of Nursing/Health Sciences
FLSA Status: Exempt
Grade: 39
Department: Academic Affairs
Reports to: Vice President of Academic and Student Affairs

Job Summary

The Gillette Community College District Dean of Nursing and Health Sciences has direct authority and responsibility for the administration of the Health Sciences programming and the faculty within the Nursing Program at Gillette College. The Dean must have adequate time and resources to oversee assigned programs, the nursing education unit, and all health science/nursing program matters such as, but not limited to, personnel matters, student matters, curricular matters, and resource matters. The Dean of Nursing assists in achieving the mission, vision, and goals of the District, the Nursing Program, and all Health Science Programming.

Essential Duties and Responsibilities

- Define, communicate, and execute a strategic vision for the future by articulating the distinctive needs and opportunities of the school.
- Support and continue a collaborative, innovative, entrepreneurial spirit and a balance of teaching, and service within the school.
- Drive and implement change management within and across academic programs.
- Attract external funding from federal agencies, corporations, foundations, and interested donors to support the College's mission and develop relevant industry and professional partnerships; Serve as facilitator for the advisory board for nursing.
- Through inspired leadership, assure the continued prominence of the faculty by prioritizing the recruitment, continued development, and retention of faculty which will inspire excellence in teaching and learning best practices.
- Maintenance, oversight, and accountability for the Health Science/Nursing budget.
- Functioning as the first-line administrator with faculty and staff in planning, developing, implementing, and evaluating curricular activities and services of the school.
- Providing leadership and vision in the expansion and development of academic programs to ensure continual growth of the unit.
- Monitoring and overseeing the development of articulation agreements between divisional programs and appropriate four-year institutions.
- Analyzing the effectiveness of course scheduling, teaching, and learning to support student success in divisional courses and programs, and recommends changes, as needed.
- Evaluating the performance of full-time faculty in preparation for reappointment, and tenure as well as engaging in classroom observations.
- Hiring, supervising, and evaluating adjunct faculty.
- Performing additional tasks or duties as assigned by the Vice President of Academic and Student Affairs.
- Lead faculty and coordinate committees in program review, development, and instructional excellence for health science and nursing education.
- Ensure curriculum integrity and currency.

- Ensure clinical sites used provide for student protection and achievement of learning outcomes.
- Prepare reports and curriculum materials in accordance with agencies and District policies.
- Lead program and student assessment activities to ensure achievement of outcomes.
- Coordinate and review student course, program, and graduate evaluations/surveys.
- Collaborate with Student Affairs in recruitment efforts and nursing/health science student advising.
- Oversee faculty advising procedures.
- Coordinate the student application, evaluation, and admission process of the Nursing Program.
- Review eligibility and acceptance criteria and revise when needed to ensure achievement of program goals and outcomes.
- Prepare self and others for approval/accrediting site visits.
- Prepare and submit required reports for the college, Board of Nursing, nursing accrediting commission, and other related external agencies.
- If applicable, report required program changes to the appropriate internal administrators and/or external agencies.
- Other duties as assigned.

Knowledge, Skills, and Abilities Required by the Position

- Knowledge of new trends in higher education, professional development activities, and orientation methodology.
- Knowledge and support of the philosophy and objectives of the College.
- Skills to effectively plan work activities, schedules, priorities, and utilization of resources.
- Broad educational background and experience which demonstrates abilities in nursing practice, principles of teaching, and public relations.
- Ability to manage time and evaluate employee and/or student progress.
- Demonstrated leadership skills; leadership style that emphasizes collaboration, teamwork, and facilitation.
- Excellent skills in oral and written communication and interpersonal situations.
- Commitment to diversity.
- Ability to work effectively with a wide variety of people and institutions.
- Provide dedicated commitment to establish and grow high quality educational, research, and service programs.
- Ability to define, articulate, and execute a strategic vision for the future of the college to both internal and external constituencies.
- Ability to support and cultivate a distinguished, accomplished, and diverse faculty.
- Outstanding communication skills with strong interpersonal skills.
- Demonstrated ability to lead with integrity, transparency, and accountability.
- Ability to lead effective development and fundraising activities.
- Demonstrated commitments to the continuous improvement of student success, teaching excellence, and academic programming relevant to a community college setting.
- Ability to utilize computer-based resources.
- Possess a record of recognized achievement in teaching and service.
- Proven leadership and management skills
- Experience working with health professions, business, and industry.
- Experience as a Department Chairperson, Program Director, Associate Dean or Dean preferred.
- Experience in the planning and development of training programs, personnel administration, or human development.
- Successful record of college teaching; community college teaching preferred.
- Support for pedagogical and programmatic innovations in higher education.
- Commitment to participatory governance.
- Commitment to GCCD's Mission and Vision and ability to promote them within academic affairs.
- Knowledge of and experience with assessment strategies for program improvement.

- Proven ability to motivate change.

Working Conditions/Physical Requirements

- Prolonged periods of sitting at a desk
- Must be able to lift up to 20 pounds
- Work schedule requiring some evenings and weekends.

Supervisory and Management Responsibility

- Administrative and Classified Staff

Minimum Qualifications

- Minimum of a Master's Degree in Nursing.
- Licensure to practice as a professional registered nurse in the state of Wyoming.
- Minimum of five years of experience in Nursing Education/Leadership or higher education preferred.
- Teaching experience, preferably community college level, and knowledge of learning principles for adult education, including nursing curriculum development, health science, administration, and evaluation.
- Administrative experience, preferably at the community college level.
- Must meet all college and HLC qualifications for teaching within a discipline represented or closely related in the academic school in which candidate will serve as Dean.
- All candidates must have evidence of responsiveness to and understanding of the diverse academic, socioeconomic, cultural, disability, gender identity, sexual orientation, and ethnic backgrounds of community college students, as these factors relate to the need for equity-minded practice within the classroom.

Complete applications will contain a cover letter, resume, copies of graduate and undergraduate transcripts (official transcripts need to be supplied at the time of the interview), and contact information for three (3) professional references. Candidates are required to submit a leadership philosophy statement as well as their philosophy of diversity, equity, and inclusion.

HOW TO APPLY: VISIT WWW.GILLETTECOLLEGE.ORG OR SUBMIT THE REQUIRED DOCUMENTS TO DSANDERS@GILLETTECOLLEGE.ORG

Equal Opportunity and Affirmative Action Employer

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