

Assistant Dean of Nursing

Salary

\$80,000.00 - \$90,000.00 Annually

Location

Martinsburg, WV

Job Type

12-month faculty

School/Division

Allied Health

Job Number

2100165

Apply at: jobs.blueridgectc.edu

**Position Summary**

Blue Ridge Community and Technical College is seeking an individual excited to be a leader for the next generation of Nurses. The Assistant Dean of Nursing will provide leadership in the planning, development, implementation, and evaluation of the nursing program, student recruitment and retention, faculty hiring, and community relations with clinical agencies. The Assistant Dean of Nursing will foster an organizational culture that supports respect, student and faculty well-being, and professional development. The Assistant Dean serves as the representative of the program to the College administration, regulatory and accreditation bodies, the local advisory committee, and to other internal and external constituencies. This position reports directly to the Vice President of Enrollment Management and Health Sciences.

Duties and Responsibilities

- Oversee and manage the daily operations of the Associate of Science of Nursing and associated programs.
- Maintain a student-centered learning environment for all Nursing students.
- Directly supervise full and part time nursing faculty, as well as an administrative assistant.
- Promote a positive and inclusive work environment that supports the professional growth of faculty.
- Manage the accreditation process and facilitate the completion of all activities required to maintain positive program accreditation, including participating in related professional development activities, timely submission of required materials, and needed correspondence with accrediting bodies.
- Determine priorities for budgetary expenditures based on departmental and program delivery needs; manage budget of program expenditures including lab, simulation, and online resources.
- Provide leadership in faculty and departmental meetings to develop, evaluate, and revise nursing curriculum and policies to achieve end-of-program student learning outcomes and program outcomes.
- Develop a systematic review of the Nursing Student Handbook to ensure that policies provide clear guidelines and are void of any discriminatory practices.
- Develop and implement the systematic plan of evaluation using appropriate data, and implement data-driven revisions of courses and the overall program.
- Track and report key metrics including retention, NCLEX passage rate, and placement.
- Develop, evaluate, and guide faculty performance at the course and programmatic level.
- Lead program development options and contribute to approve new program development initiatives including the Career Pathways to RN Bridge initiative.
- Serve on departmental and college-wide committees in a shared governance opportunities
- Update clinical partnership contracts with health care facilities and maintain positive working relationships with representatives of these agencies and hospitals.
- Expand clinical site options in the immediate region (i.e., Maryland).
- Collaborate with personnel of other college academic areas to ensure effective health care

program student recruiting and success, with particular attention to work with Admissions, Advising, Financial Aid, Marketing and Communications, Career Advancement, the Blue Ridge CTC Foundation, and program assessment partners.

- Collaborate with other Health Sciences departments to implement activities and initiatives that are consistent with the goals of the nursing programs, unit needs and mission of the college.
- Chair the ASN and RN Bridge advisory boards
- Evaluate and support articulation agreements for ASN to BSN programs.
- Represent the College positively in interactions with academic and professional organizations on the local, state, and national levels (i.e., WV Board of Nursing).
- Participate in all official Blue Ridge CTC functions as determined by the Vice President of Health Sciences
- Other duties as assigned.

Minimum Qualifications

Education

- Masters of Science in Nursing Education from a nursing education program accredited by the United States Department of Education.
- Doctorate of Nursing preferred

Experience

- Preparation in education that includes teaching adults, adult learning theory, teaching methods, curriculum development, and curriculum evaluation, or two years of teaching experience in nursing education that demonstrates this type of preparation
- Curriculum development and administration experience
- Documented experience participating in or leading an accreditation process
- Five years of experience in nursing education
- Current knowledge of nursing practice at the associate degree program level

Knowledge, Skills, and Abilities

- Knowledge of Blackboard or other Learning Management system preferred.
- Must demonstrate a deep subject knowledge of the Nursing field, including key concepts, current and relevant research methodologies, tools, and techniques, and meaningful applications.
- Demonstrates commitment to diversity and fostering an inclusive environment

Licensure

- An unencumbered West Virginia Registered Nursing license or ability to be granted same by date of hire

Work shift is generally Monday-Friday, 8 am - 4:30 pm, unless teaching a class outside of those hours and cleared with supervisor.

All faculty positions are lecturer rank with temporary classification at entry.

Position open until filled.

AA EOE M/F/Vet/Disability