



COMMUNITY COLLEGE
OF RHODE ISLAND

Office of Human Resources

POSITION DESCRIPTION

POSITION: Assistant Dean of Nursing
REPORTS TO: Dean of Health and Rehabilitative Sciences
GRADE: BOE 15

The Community College of Rhode Island is the state's only public comprehensive associate degree-granting institution. We provide affordable open access to higher education at locations throughout the state. Our primary mission is to offer recent high school graduates and returning adults the opportunity to acquire the knowledge and skills necessary for intellectual, professional and personal growth through an array of academic, career and lifelong learning programs.

We meet the wide-ranging educational needs of our diverse student population, building on our rich tradition of excellence in teaching and our dedication to all students with the ability and motivation to succeed. We set high academic standards necessary for transfer and career success, champion diversity, respond to community needs, and contribute to our state's economic development and the region's workforce.

JOB SUMMARY: In conjunction with the dean of Health and Rehabilitative Sciences, is responsible for the academic administration of the Nursing Programs at a multi-campus community college.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Commitment to and understanding of the diverse academic, socioeconomic, cultural, and ethnic backgrounds of community college personnel, students and the community served by the College.
- Provide leadership in preparation for specialty accreditation for the Nursing programs.
- Monitor national, regional and local trends in Nursing - including adherence to accreditation standards - for the health care system and interpret the significance of such trends to the administration and faculty.
- Develop new programs as indicated; responsible for credit and non-credit Certified Nurse Assistant programs, as well as Nursing curriculum.
- Assist the dean in the selection of faculty; participate in the orientation of new Nursing faculty.

Knight Campus

- Support the Department Chairpersons in the administration of the Nursing Program.
- Make recommendations to the dean regarding faculty professional development; assist in the development of promotional plans.
- Assist in the review of Nursing faculty and department chairperson evaluations.
- For all Nursing faculty, review the following and make recommendations to the dean of Health Sciences:
 - teaching loads for compliance with the faculty bargaining unit agreement
 - promotion requests
 - requests for leaves of absence
 - grievances
- Monitor statistics on enrollment trends and program outcomes.
- Develop agreements with cooperating agencies for clinical placements.
- Evaluate admission criteria for selection of students in Nursing programs; serve as a resource person in matters related to Nursing for the Admissions Office, College staff and applicants.
- Work with Marketing & Communications and develop recruitment brochures and catalog updates.
- Serve on college-wide committees and other related duties as assigned.

LICENSES, TOOLS AND EQUIPMENT:

- Must be experientially qualified, meet governing, accrediting and state requirements, including holding current licensure and be eligible to be licensed in Rhode Island.
- Must be computer literate in areas such as production of reports, and analysis, student monitoring and scheduling.
- Must have access to and use of own transportation.

ENVIRONMENTAL CONDITIONS:

- This position is not substantially exposed to adverse environmental conditions.

QUALIFICATIONS:

- Must hold a graduate degree with a major in Nursing from an accredited institution.
- Experience in curriculum development, teaching, and regional and national accreditation requirements.
- At least three (3) years of experience in higher education administration in a multi-campus system required.
- Supervisory experience in a unionized environment highly desirable.
- Strong interpersonal and communications skills essential.
- Demonstrated commitment to the community college mission and its diverse student populations preferred.

CCRI is an Equal Opportunity / Affirmative Action Employer.

CCRI recognizes that diversity and inclusivity are essential to creating a dynamic, positive and high-performing educational and work environment and to helping prepare our students for lifelong success. We welcome applicants who can contribute to the College's commitment to excellence created by diversity and inclusivity.

CCRI prohibits discrimination, including harassment and retaliation, on the basis of race, color, national or ethnic origin, gender, gender identity or expression, religion, disability, age, sexual orientation, genetic information, marital status, citizenship status or status as a protected veteran. Inquiries or complaints concerning discrimination shall be referred to the College's Director of Institutional Equity & Title IX Coordinator, Elizabeth Canning, ehcanning@ccri.edu.

The Jeanne Clery Act requires institutions of higher education to disclose campus policy statements and crime statistics. Our annual report is available here:
<http://ccri.edu/campuspolice/pdfs/ANNUAL-SECURITY-REPORT-FINAL.pdf>

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