BERGEN COMMUNITY COLLEGE

JOB DESCRIPTION

TITLE: Associate Dean of Health Professions

DEPARTMENT: Continuing Education/ Academic Affairs

FUNCTION: Directs the Health Professions Program. Develops and implements accreditation agency approved continuing education offerings, contact hour (CEU) granting programs, as well as continuing education (CEU) offerings in Nursing and various health professions.

REPORTS TO: Dean of Continuing Education

SUPERVISES: N/A

MAJOR RESPONSIBILITIES:

Responsibilities include but are not limited to:

1. Develops educational programs to address trends and student demand in the fields of Nursing and various health and allied health professions.
2. Plans, develops, implements, and evaluates curricula and all education activities in accordance with Department of Continuing Education (DCE) and NJSNA guidelines and other appropriate accreditation agencies, ensuring quality control and consistency of documentation for all certified activities.
3. Ensures compliance with all criteria established by the New Jersey State Nursing Association (NJSNA) Accreditation Committee and other accreditation agencies as applicable.
4. Partners with Academic Deans and Student Support Services to articulate and promote clear pathways from non-credit to credit courses; actively markets the benefits of academic development and the expansion of opportunities for personal and professional growth.
5. Writes and submits proposals for funding and partnership opportunities.
6. Recruits, onboard, and evaluates instructional staff; coordinates payroll.
7. Approves continuing education text in all marketing materials, ensuring guideline compliance.
8. Develops a set of core outcomes for unit and measures and tracks annual performance against objectives; prepares and submits annual assessment report to the designated office; and fully engages with the College’s Outcomes Assessment Program.
9. Prepares, track, monitors and adheres to an annual budget.
10. Performs additional tasks or duties as assigned by the Dean of Health Professions or other designated management.
MINIMUM QUALIFICATIONS:

Knowledge, Skills and Abilities: Demonstrates understanding of the community college mission and practices an open door policy. Possesses knowledge of budget and project development. Has basic proficiency in the use of the Microsoft Office suite. Exhibits strong skills in:

- Leadership
- Managing People
- Communication
- Customer and Student Focus
- Building Relationships
- Organizing
- Planning

Education: Master’s Degree in Nursing and current NJ RN license required.

Experience: Minimum of 5 years of experience in marketing to health professionals, performing community needs assessments and evaluating programs.

Bergen Community College is an equal opportunity employer and does not discriminate on the basis of race, color, religion, age, sex, national origin, disability, or veteran status.

Submitted by: ___________________________ Date: __________
Name/Title

Approved by: ___________________________ Date: __________
Name/Title

Reviewed by: ___________________________ Date: __________
Human Resources

Board Approval: ___________________________ Date: __________
Board Member

THE COLLEGE RESERVES THE RIGHT TO MODIFY JOB DESCRIPTIONS AT ANY TIME WITH OR WITHOUT NOTICE