TITLE: Associate Dean of Nursing

DEPARTMENT: Health Professions/ Academic Affairs

FUNCTION: Responsible for administration and leadership of the Nursing Program. The Associate Dean, for NLN purposes, will also serve as the “Director of Nursing.” The Associate Dean works closely with the Divisional Dean, the Nursing faculty and supportive staff in all matters related to curriculum and instruction in Nursing. Liaison to other College Divisions which directly impact the Nursing Program such as Student Services is expected.

REPORTS TO: Dean of Health Professions

SUPERVISES: Supervises the Assistant Dean of Nursing, the faculty and staff in the Nursing Program

MAJOR RESPONSIBILITIES:

1. Responsibilities include but are not limited to:
2. Provides leadership to the faculty in planning, revision and implementation of the Associate Degree Nursing Curriculum.
3. Orientation of new faculty: Full time and part time.
4. Assists new faculty in development of teaching materials and methodology.
5. Evaluate faculty with the assistance of the Division Dean.
6. Is responsible for the appointment, retention and promotion of faculty with the assistance of the Division Dean.
7. Approves faculty teaching assignments with the assistance the Division Dean.
8. Develops program information for relevant College publications, i.e., catalog, admissions brochure, course description book, course requirements book.
10. Submits preliminary information for preparation of the annual operating and capital budgets.
11. Recommends the purchase of supplies and equipment for support of the Nursing Program.
12. Requisitions facilities necessary for operation of the Nursing Program.
13. Chairs monthly meetings of the Nursing faculty.
14. Chairs Curriculum Committee of Nursing faculty.
15. Serves as an ex-officio member of all Nursing Program committees.
16. Prepares and maintains statistics related to program outcomes.
17. Maintains liaison with agencies used for clinical experience: Requests appropriate nursing units. Resolves conflicts. Coordinates all aspects of clinical affiliations.
18. Maintains liaison with approval/accrediting bodies specific to the Nursing
Program: The New Jersey Board of Nursing and The National League of Nursing.

19. Provides leadership to the faculty in the preparation of accreditation self studies.

20. Prepares annual reports for The New Jersey Board of Nursing and The National League for Nursing.

21. Represents the Nursing Program at meetings of appropriate bodies, i.e., New Jersey Council of Associate Degree Nursing Program.

22. Coordinates activities related to student admission, retention, progression and graduation.

23. Provides advisement for students, resolves student problems.

   Monitors students’ compliance with health regulations and maintains liaison with the Bergen Community College Health Office.

24. Maintains records relevant to the Program.

25. Assumes duties as assigned by the Divisional Dean.

MINIMUM QUALIFICATIONS:

Knowledge, Skills and Abilities: Demonstrates understanding of the community college mission and practices an open door policy. 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: Minimum of a Master’s Degree in Nursing

Experience: At least five years of teaching experience at the community college level. At least three years administrative experience in ADN programs. Evidence of participation in formal and informal educational offerings for professional nurses and nurse educators. Current membership in appropriate professional organizations, i.e., American Nurses Association, National League for Nursing

Preferred Experience: Experience serving on committees of professional organizations. Experience as an NLN Accreditation Visitor.

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Submitted by: ______________________ Date: ____________
THE COLLEGE RESERVES THE RIGHT TO MODIFY JOB DESCRIPTIONS AT ANY TIME WITH OR WITHOUT NOTICE