Job Description

Job Title: Campus Dean, College of Nursing
Location: South Jordan, Utah
Unit: College of Nursing
Reports To: Dean, College of Nursing in Henderson Nevada
FLSA Status: Exempt

Prepared by: Dean, College of Nursing
Reviewed by: Human Resources
Approved by: Chancellors, UT and NV
Date: March 12, 2014

Summary
The Campus Dean, South Jordan campus will report directly to the College of Nursing Dean in Henderson, Nevada and will be responsible for managing day-to-day program operations; leading in the development of new and enhanced program offerings; developing and expanding learning opportunities for students; promoting faculty development inclusive of research, practice and service; implementing university and program academic policies; addressing the needs of students and faculty; and other related duties as assigned.

Responsibilities

Institutional Advancement

- Provides academic and educational leadership through the personal example of his or her own faculty accomplishments and through systematic communication to the basic constituencies of the college including the faculty of the college; the students of the college and University; campus colleagues; alumni and other former students of the college; the community; and the discipline and/or profession.
- Initiates and supports the development of sustaining strategic, academic partnerships and collaborations with academic, community, healthcare, and government entities in the South Jordan and surrounding communities.

Academic Affairs

- Continually reviews and plans for the intermediate and long-term development of the College of Nursing, South Jordan.
- Creates and sustains an environment that fosters positive faculty, staff, and student morale, academic rigor, instructional excellence, and research productivity.
- Maintains standards that sustain national accreditation of the nursing programs.
- Develops and maintains excellence in instructional and research programs through the recruitment and retention of qualified faculty and staff.
- Supports the professional development of faculty and staff through appropriate learning opportunities.
- Promotes effective faculty performance and development in teaching, research, and professional service.
- Ensures the maintenance of a positive student culture that integrates rigorous individual and collaborative academic achievement and support.
- Ensures comprehensive and effective student support from admission to graduation.
• Engages in research, scholarship, and/or professional activity in an appropriate clinical or academic environment.
• Coordinates orientation for new faculty.
• Serves as a mentor to facilitate faculty professional growth and development.

Administration
• Provides effective leadership, direction, and support in implementing the vision, mission, strategic plan, and core commitments of the College of Nursing, South Jordan campus.
• Prepares and oversee the budget for the nursing program, SJ
• Develops, communicates, and achieves short and long-term goals, outcomes, and initiatives in accordance with those of the College of Nursing.
• Provides recommendations regarding the resources needed to carry out the mission of the College of Nursing, South Jordan campus.
• Promotes an environment that fosters respect for diversity and equity.
• Promote intra- and inter-departmental collaboration and communication.
• Other duties as assigned.

Minimum Qualifications
• Master’s degree in nursing.
• Earned doctorate in nursing or related discipline.
• Prior administrative experience in nursing at a postsecondary educational institution at a level of Assistant Dean, department chair/coordinator or equivalent administrative position.
• Ability to create a climate of excellence in teaching, research, mentoring, and/or scholarship.
• Commitment to diversity and equity.
• Ability to establish and maintain effective working relationships with multiple constituencies.

Work Conditions
• Work is primarily indoors, but requires the incumbent to be in an outdoor environment when traveling between local campus buildings, off campus, and to other Roseman University facilities out-of-state.
• Performing duties and attending events outside the normally scheduled work hours occasionally occurs and is required.
• Traveling off-campus to a local, state, regional and/or national event, as well as travel to other Roseman campuses or facilities occurs occasionally and is required.
• Incumbent may be exposed to frequent noise caused by telephones, office machines, and nearby oral communications among University personnel and/or students.
• Any additional area-specific requirements

Required Physical Abilities
• Ability to bend, stoop, reach, stand, move from one area of the building to another on a regular basis, sit and use a computer for a long period of time.
• Manual and physical dexterity needed to operate a computer keyboard and handle paper documents.
• Sufficient near vision acuity to read information appearing on computer display screen, hand-written forms, and printed on paper.
• Adequate hearing and verbal abilities to communicate effectively in person and by telephone.
• Ability to lift and carry a stack of forms and documents weighing up to 25 pounds.
• Any additional area-specific physical requirements

I have read the above position description and have received a copy.