



COMMUNITY COLLEGE  
OF RHODE ISLAND

Division of Institutional Equity and Human Resources

POSITION DESCRIPTION

<b>TITLE</b>	Assistant Dean Nursing
<b>POSITION NO.</b>	502674
<b>LOCATION</b>	Warwick
<b>REPORTS TO</b>	Dean Nursing and Allied/Rehabilitative Health
<b>GRADE</b>	BOE 15
<b>WORK SCHEDULE</b>	Non-Standard: 35 hours per week
<b>SUPERVISION</b>	Professional and support staff
<b>REVISION DATE</b>	November 2023

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**JOB SUMMARY:**

Responsible for the overall administration of the Nursing program and healthcare initiatives. This position will work in collaboration with VPAA, HARS, and the Division of Workforce Partnerships

**DUTIES AND RESPONSIBILITIES:**

- Provide leadership in preparation for specialty accreditation for the Nursing programs.
- Monitor national, regional, and local trends for all Nursing and healthcare workforce programs- including adherence to accreditation standards – for the healthcare system and interpret the significance of such trends to the administration and faculty
- Develop new health-related programs as indicated; responsible for credit and non-credit Certified Nurse Assistant programs, as well as all nursing curriculums.
- Maintain the Continuing Education Provider Unit Status for Northeast Multistate Regional Division.
- Develop and promote a strategic vision for the Continuing Education needs of the faculty as well as the community.
- Participate in the selection of faculty in keeping with bargaining unit agreements; participate in the orientation of new faculty.
- Responsible for the direct supervision of all Nursing department chairpersons and additional healthcare initiative support personnel.
- Counsel faculty regarding their professional development and provide in-house programs regarding the aforementioned; assist in the development of promotional plans.
- Review faculty evaluations and write evaluations of department chairpersons.
- Maintain statistics on enrollment of nursing graduates.
- Analyze and interpret all assessment data for healthcare initiatives.
- Develop agreements with cooperating agencies for clinical and externship placements.
- Administer the collecting bargaining agreement in matters involving faculty such as- tenure, sabbatical requests, LQAs, faculty grievances, etc.
- Prepare and manage the department budget; advise chairpersons regarding budgetary matters; develop grant proposals for nursing and continuing education funding.
- Coordinate the development of criteria for selection of students in the Nursing and healthcare initiatives; serve as a resource person in matters related to Nursing and for the Admissions Office, College staff, and applicants.
- Convene and meet periodically, on behalf of CCRI Institutional leadership with Workforce partnerships as well as internal and external stakeholders as needed.
- Work with Marketing & Communications and develop recruitment brochures and catalog descriptions.
- Serve on college-wide committees and other related duties as assigned

**LICENSES, TOOLS, AND EQUIPMENT:**

**ENVIRONMENTAL CONDITIONS:**

This position is not substantially exposed to adverse environmental conditions.

**REQUIRED QUALIFICATIONS:**

- Master's degree in Nursing from an accredited institution.
- Experience in curriculum development, teaching, and specialty accreditation.
- At least one to three (1-3) years of experience in higher education administration in a multi-campus system.
- Experimentally qualified, meet governing, accrediting, and state requirements, including holding current Nursing licensure and be eligible to be licensed in Rhode Island.
- Computer literate in areas such as the production of reports, budget development and analysis, student monitoring, and scheduling.
- Strong interpersonal and communications skills

**PREFERRED QUALIFICATIONS:**

- Supervisory experience in a unionized environment
- Experience in budget preparation and monitoring
- Ph.D. or DNP in Nursing

All requirements are subject to possible modification to reasonably accommodate individuals with disabilities.