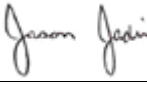


MINNESOTA STATE COLLEGES AND UNIVERSITIES
Rochester Community and Technical College

Employee Name:	Position Control Number:
Department/Division: Academic Affairs/Nursing	Classification Title: MnSCU Admin 5
Date Prepared: December 28, 2022	Working Title: Associate Dean of Nursing
<input type="checkbox"/> Non-Exempt <input type="checkbox"/> Exempt: <input type="checkbox"/> Executive <input type="checkbox"/> Professional <input checked="" type="checkbox"/> Administrative <input type="checkbox"/> Unlimited <input type="checkbox"/> Seasonal <input type="checkbox"/> Temporary <input type="checkbox"/> Limited	<i>If Exempt, attach required documentation</i> If seasonal, list months during the season worked
<input checked="" type="checkbox"/> Full-time <input type="checkbox"/> Part-time <input type="checkbox"/> Intermittent Percent if not full-time _____ %	Prepared By: Jason Jadin

This position description accurately reflects my current job.		This position description reflects the employee's current job.	
			
Employee Signature	Date	Supervisor Signature	Date

POSITION PURPOSE *(why position exists; how it helps accomplish mission of the department/division)*

Rochester Community and Technical College seeks a dynamic and experienced professional with proven leadership skills to serve as the Associate Dean of Nursing. The Associate Dean will provide leadership and direction to assigned nursing and nursing-related programs, faculty and staff; will serve as the Associate Dean of the Associate Degree Nursing Program, the Practical Nursing Program and the Nursing Assistant Program; and will lead collaborative planning with accreditation, higher education and health care agency partners. The Associate Dean of Nursing will:

- Assist in coordination of instructional functions of the Nursing Programs on the state and national level with the Minnesota Board of Nursing, Minnesota Department of Health, and Accreditation Commission for Education in Nursing, as well as with Minnesota State colleges and universities Board and staff.
- Develop and coordinate instructional plans and articulated programs related to nursing with post-secondary institutions including the University of Minnesota, Winona State University and Augsburg College, as well as the Mayo Clinic and other health-care agencies.
- Coordinate meetings with nursing service personnel to discuss professional issues, to review program goals, and to schedule clinical learning sites.
- Maintain current clinical site contracts and educational articulation agreements for the nursing programs.
- Coordinate the membership and meetings for nursing program advisory boards.
- Represent RCTC with appropriate nursing and educational groups ranging from K-12 to higher-level degree nursing institutions.

PRINCIPLE RESPONSIBILITIES AND RESULTS

1. Provide strategic leadership for the college and nursing programs.

- Promote and support the college vision for effective teaching and learning.
- Champion a continuous quality improvement process.
- Oversee the implementation of assessment policies and procedures.

- Seek out and utilize data sources and strategies to inform program level decision making. Provide statistics and research guidance to departments to aid in data-driven decision making.
- Keep abreast of national, statewide, and programmatic trends, issues, legislation, and political action impacting program accreditation and operations.
- Work collaboratively with the college administration, faculty and staff to implement college initiatives and Minnesota State goals to support student and campus success.
- Interact with the community to foster understanding and to solicit support for overall college objectives.
- Conduct program reviews of all nursing programs.
- Provide leadership through representation on college committees.

Priority: Essential Percent of Time: 40%

Key Performance Indicators (KPIs):

- Participation in college-wide committees.
- Fosters collaborative relationships with internal and external partners.
- Completion of Program Reviews.
- Completion of college assessment policies and procedures.

2. Provide effective management of the college's nursing programs.

- Lead the nursing programs in curriculum development, implementation, evaluation, and revision which is responsive to practice, student needs, and meets accreditation standards.
- Supervise and coordinate the program and regional accreditation activities. Act as a liaison with accrediting agencies and boards and prepare reports for accrediting bodies as needed. When applicable, oversee accreditation site visits.
- Review enrollment patterns, cost/benefit information, employment statistics and other data to identify class schedule opportunities, issues, program development, and needed changes.
- Implement a student-centered strategic course schedule. Apply a fiscally disciplined approach to scheduling courses and designing programs which meet the needs of the students. Monitor faculty instructional loads and schedules.
- Coordinate and schedule all off-site clinical site placements.
- Coordinate selective admission of students in accordance with program guidelines and accreditation standards.
- Monitor progression of students enrolled in the nursing programs.
- Develop, maintain, and promote transfer agreements with four-year colleges/universities.
- Maintain accessibility and an open-door policy with students and staff on academic issues/concerns. Take appropriate action to resolve issues of concern.
- Conduct evaluations of faculty and staff in the nursing departments.

Priority: Essential Percent of Time: 40%

Key Performance Indicators (KPIs):

- Meet state and national accreditation requirements for the nursing programs.
- Successful admission of students to each nursing program.
- Successful completion of national board, NCSBN and NA Registry exams.
- Efficient course scheduling that allows students to complete programs in a timely manner.
- Current transfer agreements and clinical affiliation agreements.

3. Provide effective supervision of nursing program budget and facilities.

- Coordinating with the Dean of Sciences and Health Professions, prepare annual budget requests and manage non-personnel budgets for the nursing programs.
- Identify staffing needs and recommend staffing plans.
- Approve and/or prepare purchase orders, requisitions, and equipment repair requests as needed.
- Manage program budgets within established budget goals, contain costs and authorize department purchases.
- Participate in college planning and budgeting processes. Identify, communicate, and monitor capital and instructional expenditures, as well as grants.
- Maximize use and safety of instructional facilities. Apply strategies which improves facility utilization in instructional spaces. Ensure instructional lab facilities meet compliance standards and reflect best practices.
- Collaborate with Minnesota State partners to co-exist in shared facilities.

Priority: Essential Percent of Time: 10%

Key Performance Indicators (KPIs):

- Submission of budget requests that aligns with Minnesota State, RCTC and Nursing department strategic goals.
- Responsible fiscal management of departmental budget at the end of each fiscal year.
- Successful hiring of faculty and staff as needed.
- Presence of functional space with the required equipment/supplies to provide effective nursing instruction.
- Compliance with state and national safety regulations maintained.

4. Support the college's Diversity and Affirmative Action plans.

- Ensure compliance with college affirmative action program and equal treatment of all employees.
- Assist in identifying and resolving problems and eliminating barriers which inhibit equal opportunity.
- Encourage the hiring and promotion of qualified protected-class members where disparity exists.
- Communicate the college's affirmative action policy to unit staff; perform other duties to support affirmative action as assigned by the college president.
- Perform all supervisory tasks in accordance with established equal opportunity and affirmative action, non-harassment and employee safety policies and procedures.

Priority: Essential Percent of Time: 5%

5. Perform other duties as assigned.

- Coordinate and perform other assignments as deemed necessary by circumstances that advance the work of the College.
- Comply with state, system, and College rules, including policies, procedures, contracts, regulations, laws, mandates, and Standards of Excellence Expectations.

Priority: Essential Percent of Time: 5%

KNOWLEDGES, SKILLS, AND ABILITIES

Minimum Qualifications

- Master's degree in Nursing, Nursing Administration, Nursing Education, Public Health Nursing, or a nursing clinical specialty.
- Be eligible for Licensure in the State of Minnesota as a Registered Nurse.
- Leadership or supervisory experience that required accountability for department, unit, function, program, or team/student results.
- Demonstrated success in fostering collaborative working relationships.
- Evidence of highly developed interpersonal, communication, organizational and facilitation skills.

Preferred Qualifications

- Earned Doctorate in a discipline reflective of this position's current programming, or related field.
- Experience in administration of college nursing programs.
- Three years of higher education teaching experience.
- Demonstrated commitment to fostering diversity.
- Knowledge of the accreditation process.
- Experience with simulation in nursing education.
- Demonstrated skills in curriculum development and evaluation.
- Experience working in a collective bargaining environment.

RELATIONSHIPS

This Position Reports to: Dean of Sciences and Health Professions

Supervises

Faculty and Staff

Internal and External Clientele and Purpose of Contact

RCTC faculty, staff, and administration; personnel from health care organizations and industry partners; Educational partners from Minnesota State and non- Minnesota State institutions; State Board of Nursing; ACEN personnel, MN Department of Health, and K-12 partners. Purpose of contact: To address community and industry needs in nursing education, to create pathways for students from secondary to post-secondary education, to support safe patient care practice, to stay current with statewide and national regulations and changes within them.

PROBLEM SOLVING

The Associate Dean of Nursing must solve a range of problems and concerns involving individual, group and institutional needs. Problem solving often requires weighing the relative merits of complex factors, negotiating with interested parties and making decisions that are ethical, fair and consistent. In developing solutions, the Associate Dean must often propose creative alternatives based on unique situations that present a distinct set of challenges. Problem solving sometimes requires involving other departments, administrative leadership and resources to resolve conflicting interest and perspectives. Creativity is also essential in using staff and physical resources efficiently, identifying new funding sources, and devising innovative strategies to accomplish the goals of the college.

FREEDOM TO ACT

Budget

The Associate Dean of Nursing is responsible for \$150,000 of non-personnel budget including operational

budgets and differential tuition revenue.

Decision(s) Position Makes and Decision(s) Referred to Higher Authority

This position serves as the Dean of Science and Health Professions designee and must be able to make organizational decisions and sign internal, state and national level documents on behalf of the nursing programs as the administrative leader. This position involves significant discretion and substantial involvement in the development, interpretation and implementation of departmental policy and procedures.

All employees must comply with department and institution procedures and policies, Minnesota State colleges and universities policies and procedures, as well as local, state and federal laws, regulations, guidelines and business and industry standards.

This description is intended to indicate the kinds of tasks and level of work difficulty required of the position. It is not intended to limit or modify the right of any supervisor to assign, direct and control the work of employees under his/her supervision. The use of a particular expression or illustration describing duties shall not be held to exclude other duties not mentioned that are of similar level of difficulty.

Minnesota State Colleges and Universities is an Equal Opportunity employer/educator committed to the principles of diversity.