



# NATIONAL AMERICAN UNIVERSITY

## POSITION DESCRIPTION

### Central Administration

To apply submit an employment application ([click here for application](#)), resume, and letter of interest to: Human Resources  
5301 S Hwy 16, Ste. 200, Rapid City, SD 57701

**I. POSITION TITLE:** Dean of the School of Nursing

**II. EMPLOYEE CLASSIFICATION:** Professional

**III. JOB CLASSIFICATION:** Exempt

**IV. ACCOUNTABLE/REPORTS TO:** Provost

**V. POSITIONS REPORTING TO THIS POSITION:** Associate Dean and Nursing Program Chairs.

**VI. DUTY HOURS:** The basic work week shall be 40 hours plus such additional time as is necessary to accomplish the basic function/purpose.

**VII. MINIMUM REQUIREMENTS:**

**EDUCATION:** Master's degree in Nursing and Doctorate in Nursing or related field. Doctoral candidates who are ABD are also accepted for application.

**EXPERIENCE:** Current/eligible RN licensure. At least seven or more years of professional experience in clinical nursing, nursing administration or nursing education; at least three years of documented successful teaching experience, preferably in a baccalaureate degree program.

**PHYSICAL:** Occasionally must exert force to lift and/or move objects up to 20-40 lbs.

**SKILLS EXPECTATIONS:** Strong skills in instructional methods, performance-based curriculum design and research; strong interpersonal and communication skills; skills in initiating and managing change; strong management and leadership skills, including planning, organizing, leading and controlling; an ongoing interest in and involvement with relevant local, regional and national professional organizations.

**VIII. BASIC FUNCTION/PURPOSE OF THE POSITION:** A School of Nursing dean is a member of the central administrative staff selected by the provost. The School of Nursing dean is responsible for administering the university's nursing programs and continuously scanning his/her professional field and program standards to improve the programs' curriculum based on these findings and other matters as assigned in support of the mission of the School of Nursing and in support of the mission of the university as defined by the university president, CEO and/or

board of governors.

## **IX. DUTIES/RESPONSIBILITIES/EXPECTATIONS OF THE POSITION:**

### **A. Personnel**

- \* 1. Recruit, select and hire nursing program chairs. Ensure proper recruitment of administrative staff.
- \* 2. Design and monitor professional development plans for nursing program chairs and School of Nursing administrative staff.
- \* 3. Appraise nursing program chairs. Make recommendations to the provost for promotion and retention.
- \* 4. Ensure proper administration of human resources policies and procedures as defined by the university human resources department.
- \* 5. Foster development of the team concept of School of Nursing responsibility and commitment to the School of Nursing goals and mission by encouraging active participation of School of Nursing members.
- \* 6. Participate in local, state and national nursing education meetings.

### **B. Budgets**

- \* 1. Participate in the annual budget planning process for the dean of the School of Nursing Budget, including operating and capital expenditures and guide chairs in the budget process.
- \* 2. Manage the School of Nursing budget.

### **C. Administration**

- \* 1. Develop and maintain the relationship between the School of Nursing and the university system, including, but not limited to, acting as a liaison with campus academic programs, departments and administrators and with other nursing education programs.
- \* 2. Attend and lead the School of Nursing Executive Committee meetings.
- \* 3. Develop and implement academic policies and procedures for the School of Nursing in collaboration with the School of Nursing Executive Committee.
- \* 4. Act as a liaison with the national and state accrediting agencies in collaboration with the School of Nursing Executive Committee.
- \* 5. Achieve and maintain national and state accreditation for the university's nursing programs in collaboration with the School of Nursing Executive Committee.
- \* 6. Serve on the university committees when applicable.
- \* 7. Participate in activities that facilitate professional expertise in the areas of administration, teaching and maintenance of nursing competence.
- \* 8. Assist in publicizing and dissemination of information about the School of Nursing.
- \* 9. Participate in regional accreditation reviews and reports, as requested.
- \* 10. Apply and communicate accurately School of Nursing and university policies, procedures and rationales.
- \* 11. Innovate effective teaching/learning principles for student success in the School of Nursing programs.

### **D. Curricula**

- \* 1. Develop, implement and evaluate the nursing program curricula in collaboration with the School of Nursing Executive Committee in accordance with national and state regulations, accreditation standards and university policy.
- \* 2. Assure that master syllabi utilizing competencies and behavioral objectives and current instructional materials are up to date.

- \* 3. Review suggestions for changes in master syllabi and programs at the School of Nursing Executive Committee meetings.
- \* 4. Recommend methods for measuring student attainment of program competencies and outcomes to the university assessment department in collaboration with the School of Nursing Executive Committee.

**E. Perform other duties as assigned.**

**X. COOPERATIVE RELATIONSHIPS WITH THE FOLLOWING:**

- A. School of Nursing Executive Committee
- B. Associate Provost/System Vice President for Curriculum and Instruction
- C. System Vice President for Graduate Studies
- D. System Vice President for Academic Operations and Learner Services
- E. System Assessment Department
- F. System Director of Learning Resource Centers
- G. Chairs of other programs within the university
- H. University Regional Presidents, Vice Presidents and Academic Deans
- I. Administration, faculty, staff and students of the university
- J. National and state accrediting agencies, business people, clients and customers

**XI. LIMITS OF AUTHORITY:** As defined by the policies, procedures and practices of the School of Nursing and the university system and/or the university president or CEO.

National American University reserves the right to alter this position's job description/job duties to meet the needs and goals of the organization.

\*Denotes essential elements of the position.