

**RIVERSIDE COMMUNITY COLLEGE DISTRICT
ACADEMIC MANAGEMENT POSITION DESCRIPTION**

JOB TITLE: Dean, School of Nursing

BASIC FUNCTION: Under the supervision of the area Vice President, provides leadership to the Nursing Education Programs including the Associate Degree Nursing Program, Licensed Vocational Nursing and Program and related Nursing studies; responsible for maintaining the quality of Nursing Education and administrative and financial management of the Nursing Programs.

SUPERVISORY RESPONSIBILITIES: Associate Dean and Classified staff.

REPRESENTATIVE DUTIES:

1. Provides leadership to maintain nursing accreditations.
2. Coordinates and attends nursing specific meetings/groups/committees.
3. Initiates and maintains contracts with healthcare facilities (currently 29).
4. Supervises and evaluates faculty and staff.
5. Oversees student recruitment, enrollment, matriculation and resolve student problems.
6. Oversee budgets, expenditures, equipment and purchases.
7. Initiates, implements, maintains and reports on grants (currently 8, totaling over \$1.5 million)
8. Oversee departmental operations – staffing, TA's.
9. Represents nursing at non-nursing meetings as appropriate: VC Cabinet, Systems Cabinet, Board of Trustees meetings, BOT Committees, Strategic Planning, Occupational Education, Department Chair, Retreats, Facilities/Planning.
10. Maintains an understanding of current ideas, research and practices pertaining to the areas of responsibility for this position, through continued study and participation in professional organizations.
11. Serves as a member of the Management Association.
12. Performs other related responsibilities as may be assigned.

EDUCATION: Master's degree in nursing from an accredited institution which includes coursework in nursing, education, curriculum development and administration.

EXPERIENCE: A minimum of one year of experience in an administrative position in a registered nursing program and a minimum of two years of academic teaching experience in nursing education within the last five years are required. At least two years of continuous experience in the practice of professional nursing, providing direct patient care, is also required. Teaching and administrative experience in a community college is desired.

LICENSES/CERTIFICATIONS REQUIRED: Hold, or be eligible for, California state licensure as a Registered Nurse.

09-01-09

KNOWLEDGE OF:

OTHER: Must have evidence of sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability and ethnic backgrounds of community college students (E.C. 87360a).

CONTACTS: Co-workers, nursing faculty, other departmental personnel.

WORKING CONDITIONS: Normal office environment.

The Riverside Community College District is an equal opportunity employer and recognizes the need to provide reasonable accommodations to employees with disabilities. For more information, contact (951) 222-8039.