



UNIVERSITY OF GRET FALLS: SCHOOL OF HEALTH PROFESSIONS
Associate Dean for Undergraduate Nursing Programs

The University of Great Falls is a four-year, private, Catholic liberal arts university with a main campus located in Great Falls, Montana offering both face to face and online programs. The University is committed to its mission of educating students for living and making a living. Founded by the Sisters of Providence, the University is a ministry of Providence St. Joseph Health (PSJH.) Shared Providence values of respect, compassion, justice, excellence and stewardship shape the missions of both the University and PSJH. Applicants must possess a personal philosophy compatible with a Catholic university environment.

Job title: Associate Dean for Undergraduate Nursing Programs,
School of Health Professions

Reports to: Dean for Nursing & Clinical Programs

Supervises: Academic faculty

Wage category: Full time, benefit-eligible, Salaried

Start Date: August 5, 2017

Job summary

Under the direction of the Dean for Nursing & Clinical Programs, the Associate Dean for Undergraduate Nursing Programs (Associate Dean) is responsible to lead, plan, develop, and evaluate UGF undergraduate nursing programs: an existing RN-BSN program as well as future pre-licensure BSN programs starting with an accelerated BSN. The Associate Dean provides leadership to ensure all undergraduate nursing programs are high quality and maintain/receive national accreditation by the Commission on Collegiate Nursing Education (CCNE) as well as state nursing board approval. This includes academic assessments, leading curriculum design sessions and ensuring a continuous process improvement practice for all programs. The Associate Dean is responsible for the operations, including fiscal responsibility and faculty recruitment for all undergraduate nursing programs. This position is viewed as a respected leader and works collaboratively with key PSJH system office and regional nursing departments, as well as on-campus departments to ensure a seamless process for all undergraduate nursing programs. The Associate Dean is a full-time Administrative, non-tenure position that is located off-campus (home office).

Key Relationships:

Reports to the Dean for Nursing & Clinical Programs. Works closely with the Admissions Office, Registrar's Office, IT Department, Finance and other administrative staff within the School of Health Professions. The Associate Dean works closely with key PSJH departments, including the Office of the Chief Nurse Officer and other system wide and regional nursing departments and councils. Interacts with PSJH staff at all levels of the organization, including key internal and external stakeholders and communities of interest.

KEY POSITION ACCOUNTABILITIES

- Provide leadership and strategic planning in the development and execution for undergraduate nursing programs consistent with current and future PSJH workforce needs in partnership with the University.
- Responsible for creating high quality undergraduate nursing programs that maintain/receive national accreditation by CCNE and where appropriate, state board of nursing approval.
- Accountable for programmatic collaboration within the University and PSJH, to envision, design, develop and evaluate undergraduate nursing programs.
- Assesses and coordinates clinical facility placement needs and evaluates the quality of clinical facilities in accordance with appropriate Board of Nursing Rules to ensure that clinical learning experiences satisfy the course and program learning outcomes.
- Strong collaboration with the Dean of Nursing & Clinical Programs for all existing and new programs and helps to ensure university systems are implemented to support these programs. This collaboration also includes key PSJH regional nursing stakeholders across all levels of the organization.
- Responsible to provide program data, including retention rate and NCLEX passing rates, to document program outcomes and effectiveness to the Dean of Nursing, Boards of Nursing and other key internal and external stakeholders, including CCNE.
- Responsible for developing program budgets. This also includes responsibility for creating the business plans for new programs, expanding existing programs and faculty recruitment proposals.
- Responsible for the recruitment, orientation and on-going professional development for undergraduate nursing faculty to help ensure a positive learning experience and environment is created for both students and faculty within the SHP.
- Lead the development and improvement of undergraduate nursing programs, incorporating best practices, research, performance needs assessment and training assessments into the process of the design and delivery of academic nursing programs.
- Provide direct and indirect oversight of day to day operations of all undergraduate nursing programs and special projects.
- Provide direct management to faculty and direction to administrative staff and other support staff.
- Teaches a minimum of one undergraduate nursing course per an academic year and maintains a high level of student engagement and satisfaction.
- Maintains current knowledge for undergraduate nursing programs by attending state and national conferences and participates in other professional development activities to ensure the undergraduate nursing programs are robust and relevant for students.
- Effectively represent the SHPs goals, strategies and interests internally and externally to the University.

- Ensure the School's activities are in accordance with the governance, policy and regulatory frameworks of the University.

Qualifications:

Education

- Masters of Nursing degree required.
- Earned doctorate in a higher education field (PhD, DNP or EdD) required.
- Degrees must be from a regionally-accredited school.

Experience

- 5 years or greater of college level teaching experience in undergraduate pre-licensure nursing programs
- 2 years or greater experience in administering BSN and/or RN-BSN programs
- Progressive escalating leadership experiences in a university setting school of nursing
- Proven leadership in the design, implementation and evaluation of undergraduate nursing programs and projects.
- Networked in the academic arena and driven to bring best practices into academic systems and processes.
- Independent judgment, decision making capacity, and the ability to make sound and supported recommendations to the Dean of Nursing and other colleagues.
- Proven experience with process improvement, facilitation of groups, and directing the work of academic programs
- Demonstrated organizational, interpersonal, and communications skills and the agility to manage shifting priorities are critical for success in this position
- Eligible for nursing licensure in Montana and other west coast states, as needed

Knowledge, Skills, and Abilities

- Excellent emotional intelligence and demonstrated success in leading and directing teams to successfully achieve goals and objectives.
- Proven proficiency in Microsoft Office applications (outlook, Word, PowerPoint & Excel) and a working knowledge of other software programs (Banner).
- Is reflective and instills trust through openness and honesty with others.
- Has self-knowledge of personal talents and non-talents and acknowledges and utilizes others for balance. Works with the team to ensure the same.
- Ability to work independently, with minimal supervision and excellent time management skills is required.

Typical physical activity

- Ability to lift 15 pounds on occasion
- Standing 10%, walking 10%, sitting 70%, driving 10%

Typical environmental conditions

Home office environment; occasional outdoor activity during program orientations and annual events. Travel may involve driving in inclement weather on occasion and long work hours.

Travel requirements

Position may require 30% of time spent on travel that may include but is not limited to branch campuses, student face-to-face orientations and other meetings within and outside of MT.

Disclaimer

The above statements are intended to describe the general nature and level of work being performed by employees assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties and/or skills required of all personnel so classified. This job description is not an employment agreement and/or an expressed or implied employment contract. Management has the exclusive right to alter this job description at any time without notice.

SEND RESUME, COVER LETTER AND REFERENCES TO: Dr. Victoria Hays, Dean for Nursing & Clinical Programs – Victoria.hays@ugf.edu

The RN-BSN Completion Program is nationally accredited by the Commission on Collegiate Nursing Education.

The University and Providence St. Joseph Health seeks to attract an active, culturally and academically diverse faculty of the highest caliber.

AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER
COVERED BY THE MONTANA VETERANS' AND HANDICAPPED PERSONS'
EMPLOYMENT PREFERENCE ACT