

Associate Dean of Nursing Bergen Community College

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Posted Apr. 15, 2019, set to expire Aug. 17, 2019

Job Title	Associate Dean of Nursing
Department	Health Professions-Nursing
Institution	Bergen Community College Paramus, New Jersey
Date Posted	Apr. 15, 2019
Application Deadline	Apr. 29, 2019
Position Start Date	Available immediately
Job Categories	Associate/Assistant Dean
Academic Field(s)	Nursing - Licensed Practical Nurse (LPN) Nursing - Clinical (all categories) Nursing - Adult Care Nursing - Administration Nursing - General
Job Website	http://www.bergen.edu/employment
Apply By Email	employment@bergen.edu

Job Description

Bergen Community College, the largest community college in New Jersey, serving a diverse student body on its suburban campus, has a leadership opportunity for the Associate Dean of Nursing. The Associate Dean of Nursing will be responsible for the administration, implementation and evaluation of the Nursing Program. Provides supervision of the Associate degree Nursing program of the college including all accreditation activities. In collaboration with the School Dean, provides leadership and direction to the faculty and supportive staff in planning, revision, implementation and all matters related to curriculum and instruction of the Associate Degree Nursing Curriculum; conducts orientation of new faculty; assists new faculty in development of teaching materials and methodology. In collaboration with the Dean of the Division of Health Professions, approves faculty teaching assignments and is

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responsible for the evaluation, appointment, retention and promotion of faculty. Develops program information for relevant College publications; facilitates textbook and media selection process; submits preliminary information for preparation of the annual operating and capital budgets; recommends the purchase of supplies and equipment for support of the Nursing Program; initiates facilities requisitions necessary for operation of the Nursing Program; chairs Curriculum Committee and monthly meetings of the Nursing faculty; serves as an ex-officio member of all Nursing Program committees; prepares and maintains statistics related to program outcomes; maintains liaison with agencies used for clinical experience, requests appropriate nursing units, resolves conflicts and coordinates all aspects of clinical affiliations; maintains liaison with approval/accrediting bodies specific to the Nursing Program; provides leadership to the faculty in preparation of accreditation self-studies; prepares annual reports for The New Jersey Board of Nursing and The National League for Nursing; represents the Nursing Program at meetings; coordinates activities related to student admission, retention, progression and graduation; provides advisement for students participating in day and evening programs, resolves student problems, monitors students' compliance with health regulations and maintains liaison with Bergen Community College Health Office; maintains records relevant to the Program; liaison to other College constituencies which directly impact the Nursing Program; performs other duties as assigned. This position reports to the Dean of the Division of Health Professions.

Required: Doctorate degree and current NJ RN license. Must have three years demonstrated successful administrative experience in nursing education, six to eight years clinical experience and full-time teaching experience in an academic setting. Must be familiar with curriculum design, simulation, collaborative partnerships with BSN programs and have experience with NLNAC accreditation. Experience serving on committees of professional organizations and/or experience as an NLN Accreditation Visitor preferred. Must possess demonstrated leadership, interpersonal and communication skills, as well as, ability to work effectively with college and community constituencies. Must be proficient with computers.

All interested candidates should send a letter of intent (including the job code ASSOC DEAN-NURSE), curriculum vitae, transcripts and three professional references with current contact information. To ensure full consideration, application materials must be received by April 29, 2019. Send materials by email with the appropriate job code in the subject line to employment@bergen.edu.

Bergen Community College
Department of Human Resources
400 Paramus Road, Room A316
Paramus, New Jersey 07652



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EOE/NJ First Act Employer
Smoke-Free and Drug-Free Workplace

EEO/AA Policy

Bergen Community College is an equal opportunity employer and does not discriminate on the basis of race, color, religion, national origin or ancestry, gender, age, disabling condition, marital status, affectional or sexual orientation, gender identity and expression, veterans status or other non-job related criteria. Equal employment opportunity includes, but is not limited to, recruitment, hiring, retention, tenure, promotion, transfer, compensation, fringe benefits and other terms and conditions of employment in accordance with state laws and regulations.

Contact Information

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

Contact

Contact E-mail employment@bergen.edu