UNIVERSITY OF RHODE ISLAND
Position Description

TITLE: Associate Dean, College of Nursing

DIVISION: Academic Affairs

REPORTS TO: Dean, College of Nursing

GRADE: 17

SUPERVISES: Professional, technical and clerical support staff

BASIC FUNCTION:
Assist and advise the Dean on all matters of administration, including the following: budget preparation and implementation; personnel matters, including both faculty and non-faculty hiring, promotion, tenure, salary increases, terminations, salary reviews; planning; and program evaluation and review. Assume responsibility for the College in the Dean’s absence.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Responsible for the marketing of, and recruitment for, all academic programs in the College.

Responsible for student affairs, including handling pre-program advisement of undergraduate students, and serving as contact person for undergraduate students already in the program.

Oversee student records and scholarships.

Oversee the Learning Laboratory.

Responsible for all faculty searches, and for the orientation and initial guidance of newly appointed faculty.

Responsible for delegating faculty committee assignments.

Collaborate with the Dean and directors in budget preparation, planning, and evaluating all aspects of the College.

Represent the College on various institutional committees, at assigned University functions, and at designated off-campus events.

Provide support and assistance in the graduate education, research, and public service function of the College.
OTHER DUTIES AND RESPONSIBILITIES:

Perform general administrative functions on behalf of the Dean.

Assume responsibility for the College in the absence of the Dean.

Perform other duties as required.

LICENSES, TOOLS AND EQUIPMENT:

Personal computers and printers; word processing, database management and spreadsheet software.

ENVIRONMENTAL CONDITIONS:

This position is not substantially exposed to adverse environmental conditions.

QUALIFICATIONS:

REQUIRED: Earned doctorate; significant experience in nursing in higher education in a faculty role; proven leadership experience; strong organizational, interpersonal and written and verbal communication skills; ability to organize, coordinate and supervise support staff; ability to interpret institutional policies, plans, objectives, rules and regulations, and to communicate the interpretation to subordinates and others; ability to prepare and present detailed studies and reports, including recommendations concerning the substance of the studies and reports; ability to prepare and deliver oral presentations before small, medium and large groups of people.

ALL REQUIREMENTS ARE SUBJECT TO POSSIBLE MODIFICATION TO REASONABLY ACCOMMODATE INDIVIDUALS WITH DISABILITIES.