

Class Code:....0121-2017
Position #: (NUNC).... (E)
Developed by:..SG,CCM,BW
Reviewed by:.....DLJ
Approved by:.....LK
Date:..03/02,04/17,08/17

UNIVERSITY OF RHODE ISLAND
Position Description

TITLE: Associate Dean for Undergraduate Programs, College of Nursing
(CON)

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, College of Nursing, on all matters relating to the College's undergraduate programs. Serve as a member of the College Administrative Leadership Team. Participate in the development, planning, analysis and administration of undergraduate programs. Represent the Dean at meetings related to undergraduate programs and activities of the College.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Assist and advise the Dean, College of Nursing, on all matters relating to the College's undergraduate programs.

Lead the long-range planning of teaching activities at the undergraduate level, student recruitment, course scheduling and curriculum planning and implementation.

Assist faculty advisors by providing interpretation of University and College rules and regulations.

Work closely with the Admissions Office and the Registrar's Office.

Promote the College's undergraduate programs.

Serve as liaison with the College's Curriculum Committee.

Perform other general administrative responsibilities on behalf of the Dean, including accreditation activities.

Engage in teaching and research as appropriate.

OTHER DUTIES AND RESPONSIBILITIES:

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: Ph.D. or D.N.P., or terminal degree in related field (Master's or Doctoral degree needs to be in Nursing); Demonstrated achievement of teaching, scholarship and service commensurate with appointment at minimum rank of Clinical Associate Professor; Demonstrated experience teaching at the undergraduate level; Demonstrated strong interpersonal and verbal communication skills; Demonstrated proficiency in written communication skills; Demonstrated experience in working collaboratively; Demonstrated supervisory experience; Demonstrated familiarity with accreditation and regulations relevant to undergraduate nursing education; Demonstrated leadership in curricular innovation and implementation; Demonstrated awareness of contemporary nursing issues; Demonstrated evidence of current RN licensure and eligibility for RN licensure in Rhode Island; and, Demonstrated ability to work with diverse groups/populations.

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