

Job Code:.... 101320  
Position #: (NUNC) (E)  
Developed by:... BW  
Reviewed by:...DLJ  
Approved by:....LK  
Date:... .. 09/18

**UNIVERSITY OF RHODE ISLAND**  
**Position Description**

**TITLE:** Associate Dean for Graduate Programs and Research, College of Nursing (CON)

**DIVISION:** Academic Affairs

**REPORTS TO:** Dean, College of Nursing

**GRADE:** 17

**SUPERVISES:** Professional, technical and clerical support staff

**BASIC FUNCTION:**

Serve as a member of the College Administrative Leadership Team. Participate in the development, planning, analysis and administration of Graduate Programs. Participates in the development and direction of the College's research activities. Represent the Dean at meetings related to graduate studies and research activities of the College.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

Assist and advise the Dean, College of Nursing, on all matters relating to the College's Graduate Programs and research activities.

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

Direct all graduate programs and/or select directors for specific graduate programs with approval of the Dean.

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

Serve as a liaison with University officers responsible for graduate programs and research.

Assist faculty in identifying extramural funding for research.

Oversee research initiatives that support a culture of scholarship.

Oversee all fiscal activities related to the College's sponsored projects.

Promote the College's graduate programs.

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

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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. degree; Demonstrated achievement of teaching, scholarship and service commensurate with appointment at rank of Professor eligible for tenure; Demonstrated research record evidenced by external funding and publications in established journals; Demonstrated evidence of successful research collaboration; Demonstrated ability to write competitive applications for extramural research funding; Demonstrated experience teaching at the graduate 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 graduate nursing education; Demonstrated 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.**