



**Office of Human Resources
Job Description**

Title: ASSOCIATE DEAN, HEALTH SERVICES

Position Profile:

Under direction of the Vice President of Academic Affairs, administers programs and courses offered in the Health Sciences Department.

Primary Duties and Responsibilities:

(Examples of key duties are interpreted as being descriptive not restrictive.)

- Assure compliance of each program with the rules and regulations of related licensing, accrediting and/or regulatory agencies;
- Plan supervise and evaluate programs in concert with appropriate faculty;
- Oversee the recruitment, selection, admission and progression of students in the program;
- Direct and assist in the preparation and assignment of class schedules and teaching assignments that promote optimal benefit to the program;
- Initiate, maintain, and renew articulation agreements with local California State Universities as well as private baccalaureate programs;
- Serve as liaison between the college and community health care agencies in planning and coordinating clinical facility use; initiate, maintain, and renew contractual agreements;
- Formulate and submit reports for national, regional and state licensing, accrediting, and/or regulatory agencies; maintain files and records in accordance;
- Oversee budgetary matters related to the operational needs of the department and its programs;
- Represent District at local, state, or national meetings pertinent to specific assignment;
- Communicate effectively with administrators, faculty staff, students and the public;
- Participate in participatory governance and administrative committees as assigned;
- Perform other administrative duties as assigned.

Qualifications - Education and Experience:

- Possess a current valid license to practice as a registered nurse in California;
- Master's degree or higher in nursing with course work in education or administration or a bachelor's degree in nursing and a master's degree in health education or health science with course work in nursing and education or administration;
- One year experience as a registered nurse, providing direct patient care;

- One year experience in a degree awarding educational nursing program as a director or assistant director;
- Two years teaching experience in degree awarding educational nursing program.

Skills, Knowledge, and Abilities:

- Ability to effectively perform the duties and responsibilities of the position;
- Evaluate and assess instructional methods;
- Comply with, and effectively interpret regulations and accreditation processes;
- Stay current with health profession issues and direction;
- Establish and maintain cooperative working relations with others;
- Analyze, evaluate, and recommend innovative changes to existing programs;
- Work successfully in an atmosphere of collegial decision-making.

Personnel Management:

- Directly and indirectly supervise academic and classified employees in the Program.
- Participate in the selection, assignment, development, and evaluation of academic personnel assigned to the department and recruit, select and assign adjunct faculty.

Information/Benefits:

- 12 month management position
- 24 paid vacation days
- 12 paid ill days
- Fully paid medical, dental and vision care coverage for the employee and dependents
- \$50,000 Life insurance for employee
- STRS (State Teachers Retirement System) or PERS (Public Employees Retirement System if pre-qualified).