

**Alverno College
Exempt Position Description**

Position Title: Dean, JoAnn McGrath School of Nursing and Health Professions **Date:**
Sept. 2020

Department: Academic Affairs **Status:** Full-time/12-month

Reports To: Vice President of Academic Affairs

Primary Function:

The Dean of the JoAnn McGrath School of Nursing and Health Professions provides leadership and oversight for the school and its faculty. The Dean leads in the vision, design, implementation and assessment of programs and projects that align with Alverno College's Mission and Strategic Plan. The Dean also leads and supports faculty colleagues and other partners in building a strong and relevant School of Nursing and Health Professions, and works collaboratively to help support Nursing and Health Professions programs within the School for Adult Learning and New Initiatives.

This is a full-time administrative appointment, reporting to the Vice President for Academic Affairs that carries faculty status in an appropriate department and rank at the level of Associate Professor or Professor. The Dean serves on the Vice President's leadership team and serves in a collegial relationship with deans of the other schools. Alverno College health, disability, and retirement plan enrollment is available to full time employees and eligible dependents. Tuition benefits are available for employees and qualified dependents.

Principal Responsibilities

The following information is not meant to be all-inclusive. Other duties and responsibilities may be assigned as necessary.

Strategic Leadership

- Create and sustain a culture of innovation and excellence in the School of Nursing and Health Professions;
- Oversee implementation of strategic initiatives on a day-to-day basis;
- Develop a dynamic list of "next horizon" initiatives to help grow and sustain enrollment for the School through ongoing engagement with colleagues and "in the field" partners;
- Provide leadership in developing ideas, strategies, processes and programs to sustain an innovative spirit within the school. setting the example of accountability for goals and outcomes;
- Prepares the instructional program specifications and budget;
- Develops effective student retention plans for programs in the School of Nursing;
- Understanding of Alverno's eight abilities and their application in the School of Nursing and Health Professions;

- Understanding of Alverno's contemporary life as a Catholic, Franciscan institution with strong engagement in health care education and willingness to provide leadership for the School in carrying this legacy forward;

External Leadership

- Serve as Alverno's "public face" of the School of Nursing and Health Professions, engaging with appropriate individuals, alumnae, organizations and other entities outside the College to advance the School of Nursing and Health Professions, its faculty, programs, students and graduates;
- Develop and sustain mutually beneficial partnerships for the School of Nursing and Health Professions, in collaboration with the President and Vice President for Academic Affairs;
- Help to develop and support programs in collaboration with the Academic Affairs Leadership Team, particularly the Dean of the School of Adult Learning and New Initiatives;
- Support Alverno's Advancement efforts by working in collaboration with Advancement and Alumnae staff to heighten visibility for the school and seek support for its work;
- Establish and sustain, in collaboration with the Vice President for Academic Affairs and the Vice President for Advancement, a Council of Advisors appropriate to the School of Nursing and Health Professions, for the purpose of extending its visibility and expanding enrollment;
- Collaborate with the College's Marketing and Communication department to write, review, and/or edit a range of targeted publications in both print and digital format for the School of Nursing and Health Professions;

School of Nursing and Health Professions Leadership

- Serves as Chief Nursing Officer, providing ongoing oversight, budget development and supervision, planning and monitoring for faculty, programs and initiatives originating in the School of Nursing and Health Professions;
- Motivates faculty in the School to continuously improve quantity and quality of work performed and provides training and development opportunities as appropriate;
- Help support the directors and chairs of programs and departments within the school in the development and execution of a curriculum and staffing plan in alignment with enrollment and budgetary realities;
- Lead in planning for and maintaining an effective and collaborative working environment, supported by appropriate policy and procedures to guide the work of faculty and staff in the School of Nursing and Health Professions;
- Provide clear and effective leadership in the hiring, professional development and assessment of faculty and staff members in the School; motivate and delegate effectively and assist faculty with the promotion and tenure process;
- Promoting the use and development of instructional methodologies including current technology and delivery modes;
- Gather and analyze relevant data for Key Performance Indicators as requested;

- Ensures positive accreditation status for all relevant programs within Nursing and Health Professions;
- Provide appropriate data, information and counsel to the Vice President for Academic Affairs regarding faculty personnel matters;
- Serve as Liaison to the Career and Professional Development Center, working closely with campus staff to assure that career development goals for the School are met;
- Prepare and monitor the School's budget and work collaboratively with the other deans and the Vice President for Academic Affairs to propose a coherent and thoughtful academic budget for Alverno College;
- Serve as a member of the Vice President for Academic Affairs' Academic Leadership Team and support and actively facilitate collegial and collaborative relationships among the deans;
- Provide time, expertise and support to Alverno administrators in addressing ad hoc requests;
- Perform other duties as requested by the Vice President for Academic Affairs or President.

Qualifications

- A doctoral degree in Nursing or a related health care field required.
- A minimum of five-years of higher education administrative experience at the program level or higher, or comparable experience in a non-academic setting, required.
- Demonstrated knowledge of the evolving health care industry and how to pivot the collage to adopt to the evolution.
- Strong communication skills and demonstrated leadership ability, including the ability to identify, frame and solve problems within a collaborative and respectful environment.
- Demonstrated ability to set goals, help others attain them, and be accountable for outcomes related to them.
- Ability to engage successfully and collaborate with peer colleagues and faculty in advancing the School of Nursing and Health Professions.
- Demonstrated success as a team player who can engage successfully with colleagues in multiple departments and disciplines around topics, projects and issues that may or may not be directly related to the focus of the School of Nursing and Health Professions.
- Demonstrated computer literacy in assessment software, spreadsheet and presentation programs needed, and willingness to learn to adapt to new technology based on the needs of the School and the College.

Successful candidates will have a demonstrated commitment to promoting diversity, inclusion, and multicultural competence in an educational and work environment and must be willing to contribute to the College's strategic plan of inclusion.

How to Apply

Apply online at <https://www.alverno.edu/jobs/apply/login.php>

Alverno College is an Equal Opportunity Employer and committed to workplace diversity