



Illinois Department of Financial and Professional Regulation

Division of Professional Regulation

NAME OF EDUCATIONAL INSTITUTION:	Prairie State College
POSITION:	Dean, Allied Health and Emergency Services
RESPONSIBILITIES:	<ul style="list-style-type: none"> • Collaborates with the Academic Deans, Program Chairs and Coordinators in strategic planning for Academic Affairs. • Provides leadership and effective support for faculty-led assessment and enhancement of student learning. • Develops, in consultation with Chairs and Coordinators, a master schedule that maximizes enrollment and responds to students' needs. • Provides leadership and support to faculty in recruitment and articulation activities with secondary schools, community organizations, business and industry, and four-year colleges and universities. • Collaborates with Chairs and Coordinators on curriculum review and approves all curricular changes. • Researches and supports development of new programs and courses. • Promotes and facilitates faculty development. • Supports and advises Chairs and Coordinators on academic matters and attends departmental meetings as warranted. • Interviews finalists for full-time faculty positions and collaborates with the Vice President of Academic Affairs in recommending candidates to the President and Board of Trustees. • Evaluates all tenure-track and tenured faculty, prepares pre- and post-tenure reviews, and makes tenure recommendations. • Works with coordinators in mentoring and evaluating Adjunct Faculty and hourly staff; provides final approval for adjunct and hourly staff hiring, and oversees Adjunct reassignment in adherence to the Adjunct Faculty Contract. • Develops and oversees the budget for assigned areas. • Supports and advises Faculty on student issues and administers the process for addressing student concerns, waivers and grade appeals. • Supports the Faculty, Chairs and Coordinators in conducting and writing program and accreditation reviews and finalizes the reports for all departmental

	<p>programs.</p> <ul style="list-style-type: none"> • Supports the Coordinators of Career Programs in working with their Advisory Committees; attends advisory meetings, and ensures compliance with policies and procedures. • Evaluates the need for new equipment, makes sure equipment is purchased in a timely way and assumes responsibility for the equipment inventory. • Promotes the integration of technology into instruction. • Supports the inclusion of multicultural and global perspectives across the curriculum. • Collaborates with the Division of Corporate and Continuing Professional Education to provide appropriate non-credit courses. • Serves as the College liaison to the NLN, NLNAC, IDPM and IDFP and prepares and submits reports required by these agencies. • Serves as the liaison to ICCB on matters related to the Carl D. Perkins Grant which include the development of the Perkins Plan and the Annual Final Perkins Report. • Attends regional career Administrators meetings and ADN Directors meetings. • In addition to the above duties, performs other tasks as assigned by the Vice President of Academic Affairs. • Represents the College and establishes relationships with appropriate local, regional, state and national organizations.
<p>MINIMUM QUALIFICATIONS:</p>	<ul style="list-style-type: none"> • Master’s degree in allied health profession, education, curriculum/instruction or relevant field. • Academic administrative experience at the level of department coordinator/chair or above. • Demonstrated excellence in analytical, oral, written and interpersonal communication skills. • Demonstrated computer competency. • College teaching experience, preferably at a community college.
<p>PREFERRED QUALIFICATIONS:</p>	<ul style="list-style-type: none"> • Experience in curriculum development. • Experience working in a multicultural environment. • Demonstrated knowledge and experience in the assessment of student learning, instructional technology, scheduling and budgeting, and faculty development. • Doctorate or graduate work beyond the master’s.
<p>TO APPLY:</p>	<p>http://prairiestate.peopleadmin.com/postings/1209</p>