



# Illinois Department of Financial and Professional Regulation

## Division of Professional Regulation

<b>NAME OF EDUCATIONAL INSTITUTION:</b>	<b>Instituto College</b>
<b>POSITION:</b>	<b>Associate Dean of Nursing</b>
<b>RESPONSIBILITIES:</b>	<p>The Associate Dean of Nursing at Instituto reports to the Dean of Academic Affairs. He/She will direct all activities within the nursing department as well as the healthcare bridge, overseeing the design, development, and assessment of program curricula; scheduling and staffing classes; hiring, training, mentoring, and evaluating program instructors; recommending the purchasing of supplies and equipment; performance assessment; developing community contacts and chairing advisory board meetings; teaching program courses as needed according to specified learning outcomes; academic advising and career related counseling for students; monitoring student retention and identifying and assist at-risk students; effective teaching strategies and assessment methods; and providing support for program and institutional initiatives. This position is responsible for the quality and compliance of education. The Associate Dean is also responsible for preparing students to pass the NCLEX exam.</p> <p><b><u>ESSENTIAL DUTIES AND RESPONSIBILITIES</u></b></p> <ul style="list-style-type: none"><li>• On-going development and management of all aspects of these programs</li><li>• Academic planning and program evaluation</li><li>• Faculty recruitment, development, evaluation, and mentoring</li><li>• Clinical site development and oversight</li><li>• Maintains effective relationships with federal, state and local constituencies, accrediting bodies, nursing boards, clinical site personnel, students, and alumni</li><li>• Provides leadership to assure ongoing faculty participation in curriculum evaluation, development and quality activities</li><li>• Accountable for compliance with applicable education and professional standards.</li><li>• Prepares reports and self-studies for the institutional accrediting agency</li><li>• Ensures that the individual faculty members are</li></ul>

	<p>academically and professionally qualified</p> <ul style="list-style-type: none"> <li>• Collaborates with other units of the sponsoring institution.</li> <li>• Prepares and administers the budget</li> <li>• Facilitates faculty development and performance reviews</li> <li>• Notifies the Illinois Nursing Board and the Illinois Board of Higher Education of program changes.</li> <li>• Teach program courses as needed.</li> <li>• Other duties as assigned.</li> </ul>
<b>MINIMUM QUALIFICATIONS:</b>	<ul style="list-style-type: none"> <li>• Master’s Degree in Nursing (MSN)</li> <li>• Hold an unencumbered Illinois active license as a Registered Nurse (RN) or demonstrated eligibility for state licensure</li> <li>• Two years of experience as a registered nurse providing direct patient care</li> <li>• Two years of experience as a full-time instructor in a nursing education program</li> <li>• Two years of leadership experience in nursing academics.</li> </ul>
<b>PREFERRED QUALIFICATIONS:</b>	<ul style="list-style-type: none"> <li>• Previous nursing program administration</li> <li>• Strong professional network that can create value for the student’s experience</li> <li>• Self-directed, resourceful, highly motivated, and energetic</li> <li>• Mission driven, goal-oriented with commitment and passion for the field of nursing</li> <li>• Excellent written and verbal communication as well as interpersonal skills</li> <li>• Excellent organizational skills and the ability to prioritize critical tasks</li> <li>• Ability to convey information to manage staff with different backgrounds, abilities and communication skills</li> <li>• Commitment to establish and maintain a positive campus culture that embraces our core values</li> <li>• Ability to demonstrate maturity and appropriate decision-making in a highly dynamic work environment</li> <li>• Knowledge of and the ability to work effectively with the compliance requirements for education, accreditation and healthcare systems</li> </ul>
<b>TO APPLY:</b>	<p>This is an Immediate Need position. Interested applicants should apply on Instituto’s webpage at <a href="http://www.insitutochicago.org">www.insitutochicago.org</a> or by clicking <a href="#">here</a>. Please feel free to contact Dr. Yvonne Lau, Dean of Academic Affairs or Karina A. Jimenez, HR Manager, with any questions.</p>