



# Illinois Department of Financial and Professional Regulation

## Division of Professional Regulation

### OPEN NURSING FACULTY POSITION POSTING \*

<b>NAME OF EDUCATIONAL INSTITUTION:</b>	South Suburban Community College
<b>POSITION:</b>	Dean of Nursing
<b>RESPONSIBILITIES:</b>	<ul style="list-style-type: none"> <li>• Provides leadership and management for all the areas of the Nursing Department.</li> <li>• Develops and maintains relationships and correspondence with IDFPR, ICCB, and Nursing accrediting agencies.</li> <li>• Oversees the management of the BNAT program.</li> <li>• Improves outcomes assessment activities and retention activities to support student success</li> <li>• Align program policies and procedures with college and outside regulatory agencies</li> <li>• Ensures program accountability efforts</li> <li>• Effectively plans and manages the budget</li> <li>• Develops and collaborates with department chair and faculty to create and staff the academic schedule</li> <li>• Staffs courses in collaboration with the department chair and faculty</li> <li>• Establishes and submits payroll</li> <li>• Handles student issues and concerns</li> <li>• Organizes the tenure process and faculty evaluations per contractual guidelines</li> <li>• Assists and supports instructional technology initiatives</li> <li>• Supports faculty in the development and maintenance of the nursing curriculum</li> <li>• Coordinates articulation and course transferability</li> <li>• Participates in district, state, and community committees and outreach activities</li> <li>• Coordinates annual meeting with the Nursing Advisory Board</li> <li>• Organizes high-school articulation meetings, open house, etc.</li> </ul>
<b>MINIMUM QUALIFICATIONS:</b>	<ul style="list-style-type: none"> <li>• Master's in Nursing required, along with current state nursing license which could be transferable to Illinois;</li> <li>• 5 years of college-level teaching experience in nursing required</li> <li>• Strong organizational and computer skills</li> <li>• Excellent written and oral communication skills</li> <li>• Accreditation experience</li> <li>• Experience in nursing curriculum development and assessment</li> <li>• Experience with clinical arrangements and agreements</li> </ul>

	<ul style="list-style-type: none"> <li>• Must successfully pass a criminal background check</li> </ul>
<b>PREFERRED QUALIFICATIONS:</b>	<ul style="list-style-type: none"> <li>• Doctorate degree from regionally accredited institution of higher education</li> <li>• Previous administrative experience preferred</li> <li>• Familiarity with Ellucian a plus;</li> </ul>
<b>TO APPLY:</b>	<p>Submit letter of application, resume, and transcripts to  <a href="mailto:resumebank@ssc.edu">resumebank@ssc.edu</a>  -OR-  Office of Human Resources, Room 1245</p>