



Illinois Department of Financial and Professional Regulation

Division of Professional Regulation

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| NAME OF EDUCATIONAL INSTITUTION: | Illinois Eastern Community Colleges |
| POSITION: | Associate Dean, Nursing & Allied Health |
| RESPONSIBILITIES: | The Associate Dean is a full-time administrative position, reporting directly to the President. The Associate Dean is responsible for leadership of a multi-college Associate Degree Nursing Program and single campus Radiography Program. Duties include, but are not limited to: developing, implementing, and evaluating program objectives and curricula consistent with college and accrediting agency requirements; hiring, supervising, and evaluating program faculty and staff; preparing budget recommendations and administering budget; arranging for clinical contracts and coordinating utilization of clinical facilities; coordinating selection and evaluation of instructional equipment and supplies. Travel to healthcare and other related sites is required. |
| MINIMUM QUALIFICATIONS: | Master's degree in Nursing with two years clinical experience and two years Nursing instructor experience required. Experience in multi-college setting preferred. Must have excellent oral, written and verbal communication skills; must be comfortable working with a diverse population; and have the ability to make decisions in accordance with policies, rules and regulations. |
| PREFERRED QUALIFICATIONS: | |
| TO APPLY: | Send a letter of interest, resume, IECC application forms (available online), official transcripts, and three letters of recommendation to: Illinois Eastern Community Colleges, Attn: Human Resources, 233 East Chestnut Street, Olney, IL 62450 |

4.1395.