



Job Vacancy Announcement

Director and Associate Dean of the Bachelor of Science in Nursing

POSITION TITLE: Director and Associate Dean of the Bachelor of Science in Nursing

JVA#: 2024-17

DEPARTMENT: College of Health Sciences

POSITION SUMMARY: The Director and Associate Dean of the Bachelor of Science in Nursing is a full-time position with faculty status and is responsible for the supervision of all program activities and limited instruction. The director has authority and responsibility within the general policies of the college for the program of learning, recommendation of candidates for faculty appointment, retention, assessment, and providing necessary information to meet requirements of continued accreditation. The person in this position must have an understanding of the whole function of the college, its philosophy, and its objectives. The person in this position has the responsibility for the administration of the program and the needs of the fully online components. A thorough knowledge of online teaching pedagogy and the administration of an online program is necessary.

RESPONSIBILITIES:

- Continued assessment and compliance in accordance with the essentials specified by requirements and accreditation standards;
- Leads the search process to recruit and select high-quality faculty and staff;
- Provides effective leadership to the nursing unit in achieving mission, goals, and expected program outcomes
- Proficient in online teaching platforms to deliver all courses online.
- Directs the processes to ensure ongoing program accreditation and compliance;
- Possess the ability to work well and communicate effectively with prospective and current students, staff, faculty, administration, colleagues, and community partners in large and small settings
- Working closely with Enrollment and Planning, Marketing and Communications, and other stakeholders of the University to ensure all parties are informed about the programs and recruitment efforts;
- Participates in professional organizations promoting the advancement of the nursing profession.
- Provides leadership, guidance, and educational support to the program;
- Ensures alignment of the program(s) to the university and college mission and the requirements of applicable regional and professional accrediting bodies;
- Takes a supportive interest in the academic progress of each of his/her students;

- Maintain required office hours as assigned so that he/she may be available to the students for advising, remediation and assisting students toward achieving student success;
- Keep abreast of his/her academic discipline through continuing study, and/or active participation in his/her professional organizations;
- Attend commencement and convocations and cooperate with the BSU Board of Governors, the President, the Provost, and the Dean in promoting the interests of Bluefield State University and the respective college.

MINIMUM REQUIRED QUALIFICATIONS:

- Earned Master’s degree from an accredited institution in nursing. Earned doctorate in nursing, education, or applicable healthcare area of study preferred;
- Proficient in curriculum design, evaluation, instruction, program administration, and academic advising;
- Minimum of three years of full-time clinical experience in the professional discipline;
- Minimum of two years experience as an educator in an accredited nursing program;
- Familiar with standards needed for CCNE/AACN accreditation. Experience with nursing and higher education accreditation including, but not limited to, writing self-studies, site visits, data and assessment collection. Peer evaluator for nationally recognized agencies is preferred;
- Experience with data collection and analysis with a commitment to continuous improvement of processes, programs, and services;
- Prior experience as a program director is preferred

COMPENSATION: Salary is commensurate with qualifications and experience. Position is dependent upon available funding.

THE UNIVERSITY: The mission of Bluefield State University is to provide students with an affordable, accessible opportunity for public higher education. A historically black institution, Bluefield State University prepares students for diverse professions, graduate study, informed citizenship, community involvement, and public service in an ever-changing global society. More information about the College is available at www.bluefieldstate.edu

APPLICATION PROCEDURE: Completed applications are to be submitted in electronic format only to humanresources@bluefieldstate.edu and must include:

1. Letter of interest specific to the position;
2. A completed BSU Employment Application (form available at <https://www.bluefieldstate.edu/jobs>);
3. Resume/CV;
4. Contact information for at least three professional references; and
5. Transcripts (unofficial transcripts are acceptable for the application process; official transcripts will be required of the selected candidate).

DATE POSTED: July 25, 2024

CLOSING DATE: The position is open until filled. For full consideration, applications must be received by 4:00 pm EST, Friday, August 9, 2024. Applications will be accepted until the

position is filled; however, applications received after the deadline may not receive full consideration.

Bluefield State University is an HBCU, AA/EOE/ADA employer, committed to the principle that minorities, women, veterans, and individuals with disabilities are encouraged to apply. The university complies with all applicable federal and state laws designed to promote equal educational and employment opportunities. Bluefield State University does not provide an H1B visa or employment sponsorship.