Job Title: Assistant Dean, Division of Advanced Nursing Practice (MSN/DNP)
Facility: Rutgers School of Nursing
Reports To: Associate Dean, Advanced Nursing Practice

Position Description:

The Assistant Dean, Division of Advanced Nursing Practice (MSN/DNP) reports to the Associate Dean for Advanced Nursing Practice and in conjunction with other Rutgers School of Nursing Administration is directly responsible for the control, planning, development and implementation of the Advanced Nursing Practice Division programs. Primary responsibilities are administrative with some teaching duties.

Essential Duties and Responsibilities:

Administrative Leadership:

1. Works with faculty, SN Administration and staff to implement strategic plans and assure ongoing quality improvement and integrity of the Advanced Nursing Practice Division.
2. Facilitates communication, and Advanced Nursing Practice Division programs’ faculty and student participation in SN activities.
3. Prepares course schedules and establishes course and faculty assignments to meet the division needs.
4. Oversees notification to students regarding policy change, academic warnings and progression issues.
5. Schedules and participates in Specialty Directors committee meetings.
6. Prepare items for faculty committee.
7. Chairs meetings as delegated by Associate Dean.
8. Interacts with units across school and or university.
9. Assumes other responsibilities or duties as assigned.
10. Submits reports as required and as requested.

Academic Leadership: In collaboration with faculty, SN Administration and staff, the Assistant Dean for Advanced Nursing Practice:

1. Oversees admission process for Advanced Nursing Practice Division.
2. Mentors, advises and assists all Advanced Nursing Practice Division faculty members in their educational duties.
3. Oversees all Advanced Nursing Practice Division students’ academic and clinical experience.
4. Collaborates with administration, faculty, students and alumni to develop, implement and evaluate the Advanced Nursing Practice Division curricula, faculty and program.
5. Oversees formative and summative evaluations of all Advanced Nursing Practice Division students and graduates.
6. Maintains current and extensive knowledge of the scientific and academic information covered by the curriculum.
7. Regularly attends conferences and seminars designed to enhance and develop Advanced Nursing Practice Division programs.
8. Participates fully in the faculty educational programs, committees and initiatives of Rutgers School of Nursing
9. Adheres to the policies and procedures of the School, the University, academic partners, and clinical institutions as appropriate.
10. Understands and adheres to Rutgers University’s compliance standards as they appear in the Corporate Compliance Policy, Code of Conduct and Conflict of Interest Policy.
11. Fulfills the role of a faculty member in teaching, scholarship, and service.
12. Assumes other responsibilities or duties as assigned.

Minimum Education and Experience required:
- Terminal doctoral degree (DNP Preferred)
- Minimum 3 years’ experience teaching in nursing
- Experience in Academic administration preferred
- Active nursing professional experience to practice in the State of New Jersey.

Required competencies:
- Adaptable, team player who has a strong collaborative style.
- Creative thinker with high energy and enthusiasm.
- Strong interpersonal and team skills
- Excellent written and verbal communication skills.