

# Southeastern Illinois College

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## Associate Dean of Nursing and Allied Health

(Administrative; Exempt)

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DIVISION: Nursing and Allied Health  
LOCATION: Main Campus  
REPORTS: Executive Dean of Academic Services  
BOARD APPROVED: May 17, 2022 / September 17, 2019

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**POSITION SUMMARY:** This is a Full-time administrative position. This position serves as the Director of the Division of Nursing and Allied Health.

### **ESSENTIAL RESPONSIBILITIES:**

1. Administer the allied health education programs as per the requirements of the Nursing and Advanced Practice Act.
2. Prepare and administer the program budgets for the division.
3. Develop and maintain an advisory council appropriate to the program areas.
4. Initiate all forms necessary for securing the approvals of any state, federal and other regulatory bodies which are required for conducting “recognized” educational training for programs in the division.
5. Prepare reports associated with divisional program changes for notification to IDFP and ICCB.
6. Initiate all state, federal and other agency reports related to the programs within the division.
7. Develop, organize, administer and promote the programs of the division.
8. Investigate, evaluate, and secure partnership with cooperating health agencies that will benefit the division’s programs.
9. Assume a leadership role in the development and continuing evaluation of the curriculum in nursing and other programs in the division.
10. Assist with the preparation of appropriate grants for the programs in the division.
11. Maintain teaching load and office hours as required by the SICEA contract.
12. Contribute to the overall well-being and vitality of the institution through the faithful discharge of all assignments and other duties assigned by the Dean of Academic Services.
13. Contribute to the overall success of the Allied Health Division, including active engagement with student activities and recruitment as assigned.
14. Participate in and attend campus-wide activities.
15. Serve on college committees, as well as committees/panels external to the college as approved.
16. Be proficient in computer and instructional technology, and embrace the use of instructional technology in the classroom.
17. Assist with the coordination of continuing education classes.

18. Perform all other duties as assigned.

**SUPERVISORY RESPONSIBILITIES:**

Directly supervises faculty in the Division of Nursing & Allied Health. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws.

Responsibilities include planning, assigning, and directing work; appraising performance; addressing complaints and resolving problems.

**EDUCATION:**

Master's degree with a major in Nursing; and at least two years' experience in clinical nursing practice and two years' prior teaching experience in a nursing education program required. Experience teaching in an online environment preferred but not required.

**QUALIFICATIONS:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**COMMUNICATIONS SKILLS:**

Excellent organizational, written and verbal communications, analytical, interpersonal skills, attention to details, and deadlines with excellent follow-up skills are needed to be successful in this position.

**REASONING ABILITIES:**

Ability to solve practical problems and deal with a variety of concrete variables in situations where standards are required and must be maintained is necessary.

**CERTIFICATES, LICENSES, REGISTRATIONS:**

Valid driver's license is necessary. Must have current American Heart Association certification in Healthcare Provider CPR. Must have a current and unencumbered Illinois Registered Nursing License.

**PHYSICAL DEMANDS:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this position, the employee is regularly required to stand, walk, and talk or hear. The employee is occasionally required to sit; use hands to fingers, handle, or feel objects, tools, or control; reach with hands and arms; climb or balance, stoop, kneel, or crouch. The employee must have the ability to work at a computer and view a computer screen for long periods of time.

The employee must occasionally lift and/or remove up to 50 pounds. Specific vision abilities required by this include distance vision, peripheral vision, and depth perception.

**WORK ENVIRONMENT:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this position.

Performing the duties of this position will require a professional attitude and proper office protocol at all times.