

**Job Announcement**

**Position:**  Associate Dean – Nursing

**Location:** Murphy Campus

**Department:** Academic Affairs

**Reports to:** Dean of Nursing

**FLSA Designation:** Exempt

**Nature of Duties**

The Associate Dean of Nursing is responsible for the administration of the instructional programs in their assigned program area. These programs include: Nurse Aid, Practical Nursing and Registered Nursing. The responsibilities of this position relate to both day and evening programs in terms of development and operation and to both full-time and adjunct faculty in terms of supervision, coordination and evaluation. The Associate Dean of Nursing may serve in the role of a program chair/director of a program in assigned area if needed. Routine travel between campuses is required. A valid driver’s license is required.

**Minimum Qualifications:**

* Master’s degree **AND** two (2) years of full time employment teaching or supervisory experience in a post-secondary institution.

**Preferred Qualifications:**

* Master’s degree in Nursing;
* 3 years in field experience
* Previous full time teaching experience in a post-secondary institution;
* Minimum of 5 years of progressive responsibility in academic leadership/management experience;
* Knowledge of current trends in education;
* Familiar with Microsoft Office, Banner and Knowledge Management Systems (KMS).

**Salary/Benefits**

Based on qualifications. Benefits include paid state holidays, vacation and sick leave, retirement, and the State of Georgia Flexible Benefits Program.

**Method of Application**

Interested candidates must complete the electronic application process prior to the closing date at the [WGTC Job Center](https://www.easyhrweb.com/JC_WestGaTech/joblistings/joblistings.aspx).

***Employment Policy***

*The Technical College System of Georgia and West Georgia Technical College do not discriminate on the basis of race, color, creed, national or ethnic origin, gender, religion, disability, age, political affiliation or belief, disabled veteran, veteran of the Vietnam Era, or citizenship status (except in those special circumstances permitted or mandated by law) in educational programs, activities, admissions or employment. All applicants will be considered; however, only selected applicants may be interviewed.  Approval of employment does not constitute a contract.  Continued employment is contingent upon job performance and funding.*

***Notes***

1. *Unofficial Transcripts, resume, and proof of applicable certifications\licensure are required for consideration. Official transcripts and prior employment verification required within 30 days of hire for continuous employment.*
2. *Selected candidate must successfully complete a background check to include employment references, criminal history, and verification of employment prior to hire.*
3. *West Georgia Technical College is not currently sponsoring work visas at this time.*
4. *This position is not eligible for relocation assistance.*