

**Job Announcement**

**Position:**  Dean – Nursing

**Location:** Murphy Campus

**Department:** Academic Affairs

**Reports to:** Asst. VP of Academic Affairs

**FLSA Designation:** Exempt

**Nature of Duties:**

The Dean of Nursing is responsible for the leadership and administration of the instructional programs in their assigned division. These programs include: Nurse Aide, Practical Nursing and Registered Nursing along with Allied Health core courses. The Dean ensures consistent review and revision of accreditations, academic policies, procedures, rules and regulations and other criteria or guidelines among all and across all campuses. The responsibilities of this position relate to both day and evening programs in terms of development and operation and the direct supervision of the appropriate associate dean, program activities of chairs/directors, instructional coordinator and program specialist. Travel between campuses is required. A valid driver’s license is required.

**Minimum Qualifications:**

* Master’s degree **AND** three (3) years of related experience.

**Preferred Qualifications:**

* Master’s degree in Nursing is required;
* Three years of in-field work experience within the past seven years;
* Familiar with Microsoft Office, Banner and Knowledge Management Systems (KMS);
* Previous experience in program accreditation process;
* Minimum of five years of recent direct supervision or management experience;
* Previous experience teaching in a post-secondary institution;
* Knowledge of the mission of postsecondary vocational/technical education;
* Knowledge of program assessment and strategic planning strategies;
* Knowledge of budget development and management principles;
* Knowledge of state and local academic program curricula;
* Knowledge of academic course standards;
* Skilled in the delegation of responsibility and authority, interpersonal relations and decision making and problem solving skills.

**Salary/Benefits:** Salary range is commensurate with previous work experience. Benefits include paid state holidays, vacation, retirement, personal and sick leave, and the State of Georgia Flexible Benefits Program.

**Method of Application:** Interested candidates should apply through electronic application system at: [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.