

**Dean of Allied Health & Wellness**  
**Bay College, Escanaba, Michigan**

Bay de Noc Community College, EOE, is seeking a highly-motivated person to serve as the Dean of Allied Health & Wellness.

**POSITION SUMMARY:**

This position requires a commitment to excellence and the provision of leadership in the management of academic degree and certificate programs in nursing, both practical and registered nursing, related health fields, and employee wellness. The major areas of responsibility for this position are planning, developing, coordinating and evaluating the instructional programs and services of Allied Health and Wellness.

**DUTIES AND RESPONSIBILITIES:**

The Dean of Allied Health and Wellness is accountable for assuring the successful conduct and evolution of the division's programs and for the optimum learning outcomes of its students through effective performance in these essential functional areas:

- ❖ Commitment to fulfill the comprehensive mission of Bay de Noc Community College: Demonstrate concepts of the mission/philosophy in daily activities.
- ❖ Assist students in mastery of program objectives through providing an environment that is supportive, and technically and occupationally conducive to learning.
- ❖ Provide leadership for program and curriculum design and development:
- ❖ Direct and perform analysis of nursing and health career related needs of the communities served by the institution, and the courses of study appropriate for responding to those needs which meet accreditation and licensure requirements of affiliating agencies.
- ❖ Supervise the design and development of curricula, courses, syllabi, and specifications for textbooks, materials, laboratory and technical resources.
- ❖ Assist in the development and defining of the learning outcomes, which are necessary to measure instructional, accreditation and licensing requirements of the division's academic programs.
- ❖ Maintain current knowledge of national and local trends and innovations in Allied Health programs:
- ❖ Membership/participation in local, state or national organizations.
- ❖ Perform faculty selection and promote professional development:
- ❖ Recruit and select faculty members with academic qualifications and proven teaching competence appropriate for the instructional development.
- ❖ Participate as a member in search committees, interviewing, and selecting or recommending the selection of faculty members.
- ❖ Provide orientation and training activities appropriate to the position hired assuring adequate preparation for teaching according to the institution's instructional standards.
- ❖ Assure instructional quality:
- ❖ Provide leadership in developing and communicating standards, goals and definitions of learning outcomes and division teaching requirements.

- ❖ Observe and evaluate faculty performance in instructional and clinical settings.
- ❖ Make affiliation visits on a regular basis to provide instructional support and determine agency needs.
- ❖ Evaluate student academic accomplishment in comparison with required learning and licensing outcomes.
- ❖ Initiate corrective plan of action when opportunities for improvement are identified.
- ❖ Responsible for budget and fiscal management:
- ❖ Perform resource analysis of cost and benefit to fulfill the division's academic obligations to its students and the institution, and to determine long-term forecasts of academic program demands, student population, and career trends.
- ❖ Prepare and administer annual budgets.
- ❖ Monitor expenditures.
- ❖ Assure effective functioning of administrative and resource management:
- ❖ Assure effective and efficient use of technical, administrative and support staff.
- ❖ Recruit and negotiate agreements with affiliating agencies for student's clinical practice.
- ❖ Assure the presence of adequate materials and supplies needed for the division's operation.
- ❖ Develop and manage class schedules and faculty assignments.
- ❖ Assure compliance with health education licensing and accreditation regulatory bodies.
- ❖ Assure that the Master Agreement is carried out as written.
- ❖ Participate in campus and community organizations, committees, and meetings:
- ❖ Active involvement in at least one continuous improvement team.
- ❖ Participate in Instructional Dean and Instructional Leader committees.
- ❖ Participate in College Coordinating Council activities.
- ❖ Involvement in community advisory councils.
- ❖ Develop and maintain articulation agreements with area high schools, colleges, universities, and affiliating agencies.
- ❖ Develop and maintain relationships with local employers and community agencies to foster job placements, to improve curricula, and to enhance accreditation standing.
- ❖ Develop and implement a campus-wide wellness program.
- ❖ Implement a systematic program evaluation:
- ❖ Develop and implement effective methods and tools for measuring learning outcomes and student career preparation including compliance with accreditation and licensing requirements.
- ❖ Review and evaluate teaching and learning methods and assure comparability to professional standards.
- ❖ Direct needed improvement activities to assure program effectiveness and efficiency.
- ❖ Supervise full-time and part-time faculty and administrative staff:
- ❖ Develop and maintain collegial and collaborative relationships with faculty and staff.
- ❖ Evaluate faculty and staff on a regular basis as identified by the Master Agreement and/or personnel policies.
- ❖ Provide educational opportunities and training as necessary.
- ❖ Assure compliance with state and federal regulations:
- ❖ Maintain licensure requirements with the Michigan Board of Nursing and applicable accreditation bodies such as NCA and NLNAC.
- ❖ Oversee the academic activity of the students in Allied Health programs:
- ❖ Recruit students to apply for entry into the division's programs.
- ❖ Assist students to be successful in their academic performance to retain them in their program selection.
- ❖ Provide access to tutoring and/or remediation services when necessary.
- ❖ Advise students in course selection.

- ❖ Assist students to utilize job placement advisors, counselors, and/or community services.
- ❖ Create a positive work environment:
- ❖ Demonstrate professionalism in being an effective role model.
- ❖ Project a positive image and communication skills conducive to open and supportive dialogue.
- ❖ Promote, direct, coordinate a comprehensive campus-wide employee wellness program.
- ❖ Chair employee wellness program planning team.
- ❖ Report directly to the Vice President of Instruction and Student Learning.

**EDUCATION, EXPERIENCE, AND SKILLS REQUIRED:**

Masters degree in nursing from an accredited college or university.  
 Five years of management experience.  
 Two years in academic subject area directly related to Allied Health and/or education.  
 Five years experience as a Registered Nurse.  
 Two years experience in continuous improvement.

**DESIRABLE QUALIFICATIONS:**

Candidates must possess knowledge of various assessment instruments.  
 Candidates must have experience in analyzing and preparing budgets.  
 Candidates must have effective communication skills.  
 Candidates must have effective supervisory skills.  
 Candidates must have commitment to philosophy/mission of Bay de Noc Community College.

**MINIMUM REQUIREMENTS:**

Must hold, or be eligible for, a current valid Michigan license as a Registered Nurse.  
 Candidates must meet the minimum qualifications for the Board of Nursing and other accrediting bodies.

Minimum experience and skills as defined above.

**LICENSES OR CERTIFICATIONS NEEDED:**

As defined above in Minimum Qualifications and Requirements.

**PHYSICAL DEMANDS:**

Position requires travel by automobile or public conveyance.  
 Position requires the ability to sit or stand for extended periods of time, up to two hours.  
 Position requires the ability to perform repetitive motion of hands and wrists while word processing.  
 Position requires the ability to lift and/or carry up to 25 pounds in weight.  
 Position requires the functional use of sensory organs, such as sight and smell.

**WORK ENVIRONMENT:**

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

## **POSITION IMPACT ON COLLEGE OPERATIONS:**

The Allied Health and Wellness program is considered to be one of the largest programs on campus, in fact operating as a school within a school. Student enrollment in this program continues to reach its maximum annually. In addition, the community is very supportive of the nursing and health care aid programs in light of the dire shortage in the health care arena.

The wellness program assists the faculty and staff in maintaining their health and wellness, thus enabling them to become more productive individuals. Studies consistently show support for such a program in the workplace as it helps to decrease illness and absenteeism and promote job satisfaction, thus enabling us to achieve the mission of the institution.

## **SALARY RANGE AND BENEFITS:**

Annual salary range: E-16 Salary Range: \$63,514 ~ \$79,392

Bay College offers the following benefits: health, life, dental and vision insurance, Michigan Public School Employees Retirement Systems or TIAA/CREF, YMCA membership, a Wellness Program, tuition reimbursement and professional development support.

Anticipated Start Date: July 1, 2008

**Application Deadline: March 13, 2008**

All applicants are required to submit the following information to the Human Resources Director:

1. Completed Bay College Application available from our website at:  
<http://www.baycollege.edu/hr>
2. Cover letter
3. Resume
4. All graduate and undergraduate transcripts
5. Names and contact information for at least three (3) references **along** with three (3) letters of recommendation
6. Valid Nursing License

Thomas J. Griggs  
Director of Human Resources  
Bay de Noc Community College  
2001 North Lincoln Road  
Escanaba, MI 49829-2511  
Ph: 800-221-2001 ext. 1159 or 1145 Fax: 906-789-6925  
Email Applications to: [employapp@baycollege.edu](mailto:employapp@baycollege.edu)  
Web: <http://www.baycollege.edu/hr>

Bay College's Annual Security Report includes statistics for the previous three years concerning reported crimes that occurred on-campus or other specified locations. The report also includes institutional policies concerning campus security, such as policies concerning sexual assault, and other matters. You can obtain a copy of this report by contacting the Director of Human Resources or by accessing the following web site <http://www.baycollege.edu/publicb.html>

We consider applicants for all positions without regard to race, color, religion, creed, gender, national origin, age, political affiliation, disability, height, weight, marital or veteran status, or any other legally protected classification. Questions concerning Title IX of the Education Amendment of 1972, which prohibits discrimination on the basis of sex, should be directed to the Affirmative Action Coordinator: Carolyn Bissell, Executive Director for Institutional Advancement or the Thomas J. Griggs, Director of Human Resources. Inquiries related to the Americans with Disabilities Act or Section 504 of the Rehabilitation Act of 1973, which prohibit discrimination on the basis of handicap, should be directed to the ADA Coordinator: Christian Holmes, Dean of Liberal Arts and Dean of Learning Resources.