IVCCD

NOTICE OF VACANCY

POSTED INTERNALLY:
5/30/2012
MAY BE POSTED EXTERNALLY:
6/6/2012

POSITION: Associate Dean of Health Occupations

STATUS: Full-Time

CLASSIFICATION: Mid-Level Professional or Supervisor

LOCATION: District Office

JOB SUMMARY: The Associate Dean of Health Occupations serves as administrator and coordinator for vocational health related programs. This position calls for significant communication and collaboration with state regulatory agencies, health care facilities and high school vocational educational programs. A high priority is given to maintaining the quality and integrity of the health occupation program through interaction with students, advisory committees, faculty and college administration. This position requires a responsiveness to community needs while maintaining a quality educational program that results in providing the community with a safe, effective health occupation graduate. Travel among the campuses weekly and to clinical sites regularly is required

EDUCATION/ EXPERIENCE: Minimum of a Master's Degree in Nursing required. Must meet minimum experience and education requirements including two years of clinical nursing experience and two years of experience in nursing education as required by the Iowa Board of Nursing.

ABILITIES: Requires independent decision making, ability to exercise good judgment, and use of critical thinking skills. May work in an environment of shifting priorities; frequent interruptions; hectic pace; and interaction with students, staff and/or the public. Working knowledge of computer software programs which may include Word, Excel, institutional mainframe computer software, or similar programs. Excellent written and oral communication skills including proficiency in business English, grammar, punctuation, and spelling. Ability to handle highly confidential matters and materials with discretion. Ability to work independently as well as be a collaborative team player in completing assigned tasks and meeting deadlines. Organizational skills, time management, relationship building and communication skills essential.

WAGE RANGE: $36,021 to $59,639; wage will be based on experience and education

BENEFIT INFORMATION: This position offers a full-benefit package including health, dental, vision, and life insurances, long-term disability coverage, retirement plan, sick, vacation, and personal leaves, and staff development opportunities.

TO APPLY: Internal Applicants: must send a completed Internal Application Request form to Human Resources. This form can be downloaded from Angel, under Intranet/HR.

External Applicants: must send a cover letter, resume, and completed IVCCD application form to the Human Resources Department. Please visit www.iavalley.edu and click on About IVCCD and then Employment to complete the online application form. Contact information is also located on our website.

CLOSING DATE: Open until filled

IVCCD is an Affirmative Action/Equal Opportunity Employer.