



ASSOCIATE DEAN OF NURSING

ABOUT BELLEVUE COLLEGE

Bellevue College is a transformative institution that empowers individuals from all backgrounds to achieve their full potential. With a thriving community of over 19,000 students, we provide a high-quality, public, open-access higher education experience. Nestled on a beautiful 100-acre campus just 5 miles from downtown Bellevue, Washington, and 10 miles from Seattle, our college offers both convenience and a vibrant, diverse learning environment.

We take pride in our distinguished faculty, with 90% holding a master's degree or higher, and an average class size of just 20.9 students per credit class. Our overall student-to-faculty ratio is an impressive 22:1, ensuring personalized attention and support. Bellevue College graduates see significant returns on their education, with a median annual salary of \$81,900 for our 2-year degree alumni—the highest in Washington state. No other degree-granting college in Washington offers a better 10-year return on investment (ROI) than Bellevue College. Nationally, we're ranked in the Top 15% for best associate degree colleges and in the Top 10% for best value schools for a bachelor's degree.

ABOUT THE AREA

Bellevue is celebrated for its rich cultural offerings, its beautiful natural surroundings and strategic location in the area's tech corridor which provides access to international companies. Rooted in the resilient spirit of the Pacific Northwest, we naturally embrace the beauty and restorative power of the outdoors, the excitement of world-changing ideas, and the sensory delights of fashion, art, and culturally inspired cuisine. From the Farmers Market to the Jazz & Blues Music Series, Museum Arts Fair, and Seafair Weekend Festival, Bellevue offers something for everyone.

POSITION SUMMARY

Reporting to the Dean of Health Sciences, Education & Wellness, the Associate Dean of Nursing supports the delivery of instruction and student success by directly overseeing the instructional, fiscal and personnel operations of the nursing program and its components: an associate degree in nursing (ADN) program; a post-licensure baccalaureate in nursing (RN-BSN) program; continuing nursing education (CNE), which includes registered nurse refresher (RNR), as well as short courses; and, a nursing assistant, certified (NAC) program within the Health Sciences, Education, and Wellness Institute (HSEWI), Instructional Division.

The Associate Dean has budgetary authority and responsibility, for recruiting and hiring of part-time faculty, and is responsible for maintaining the currency of curriculum in alignment with the Washington State Department of Health, program accreditation, and college requirements.

The Associate Dean of Nursing works closely with program chairs, faculty, and staff to achieve instructional goals. The Associate Dean also works closely with campus stakeholders, such as Basic and Transitional Studies (BATS), Student Affairs, Workforce Education, and the Office of International Education and Global Initiatives to implement new and continuing program initiatives, such as international clinical experiences and exchanges. The Associate Dean supervises about thirty-five employees overall.



ASSOCIATE DEAN OF NURSING

The Health Sciences, Education & Wellness Institute is composed of fourteen unique programs that address critical workforce needs in the region and nation. Each program focuses on providing education and training for professions in healthcare, education, and wellness.

MINIMUM QUALIFICATIONS

- Earned Master's degree from a nationally accredited post-secondary institution in Nursing (MSN) *and* an earned Doctorate degree from a nationally accredited post-secondary institution in Nursing *or* health related or educational related discipline
- Five years experience as a registered nurse
- Two years experience in nursing education at the Baccalaureate or higher level (RN-BSN)
- Current, unencumbered RN licensure in Washington state or the ability to obtain Washington RN license

DESIRED QUALIFICATIONS

- Earned Doctorate degree from a regionally accredited post-secondary institution in Nursing (Ph.D. or DNP)
- Leadership experience in a health sciences school in a comprehensive community college
- Evidence of an understanding and appreciation of a highly diverse and inclusive working environment
- Ability to navigate functional complexities within budgetary constraints
- Demonstrated sensitivity to and understanding of addressing the diverse academic socioeconomic, cultural, ethnic and disability backgrounds of college students and employees or healthcare environments
- Certified Nurse Educator (CNE) credential
- Successful specialized programmatic accreditation experience, preferably familiarity with National League for Nursing Commission for Nursing Accreditation (CNEA), the Commission on Collegiate Nursing Education (CCNE), and Washington State Board of Nursing (WABON)
- Demonstrated experience teaching, developing, and/or implementing simulation
- Experience teaching in community college
- Strong, collaborative, interpersonal communication skills with faculty, students, peers, administration and staff
- Accustomed to data informed, systematic, participative decision-making
- Proven experience with strong communication, problem-solving, organization, and conflict-management skills
- Ability to manage multiple competing projects simultaneously; effective time management
- Strong, ethical and decisive decision making

OPPORTUNITIES AND CHALLENGES

PROGRAM LEADERSHIP

- Align nursing vision and goals with divisional, academic, and college priorities to achieve targeted annual outcomes.
- Foster teamwork and consensus among faculty and staff to enhance collaboration and productivity.
- Create a collaborative environment to achieve program, division, and college objectives efficiently.
- Represent the nursing department effectively to the College, accrediting bodies, nursing commission, and community partners, enhancing visibility and compliance.



ASSOCIATE DEAN OF NURSING

-
- Set and pursue long-term goals and objectives for nursing programs to ensure continuous improvement and excellence.
 - Streamline the recruitment, selection, and advisement of students to attract and support a diverse and talented cohort.

PROGRAM EXCELLENCE

- Develop and maintain curriculum to ensure it remains current and relevant, enhancing student learning outcomes.
- Ensure faculty maintain up-to-date expertise in their curriculum areas, promoting high-quality education delivery.
- Collaborate with Program Chairs to create optimized quarterly course schedules that meet student needs efficiently.

COMMUNICATION, COORDINATION AND CARE

- Lead and manage the recruitment, hiring, onboarding, mentoring, supervision, evaluation, and discipline of nursing faculty and staff to build a strong and effective team.
- Oversee and ensure the thorough evaluation process for nursing tenure, maintaining high standards of excellence.
Conduct observations and evaluations of nursing tenure candidates to support their professional development and success.
- Evaluate direct reports and participate in the evaluation process of other staff to promote accountability and growth.
- Facilitate conflict resolution among team members to maintain a harmonious and productive work environment.
- Assist students in resolving academic grievances to ensure a fair and supportive educational experience.
- Guide staff and faculty in resolving conflicts to foster a collaborative and respectful workplace.
- Collaborate with college resources (e.g., DRC, MCS, Title IX, CARE Team, Trio) to effectively implement student support services and enhance student success.

HOW TO APPLY

The Dean of Health Sciences, Education & Wellness and the search committee invite interest in the Associate Dean of Nursing at Bellevue College. All inquiries, nominations, referrals and applications are confidential and are to be directed to the search consultant.

Soft Application Deadline: September 15, 2024

While the position is open until filled, materials received by this date are guaranteed full consideration.

All confidential inquiries, nominations, referrals and applications should be directed to:

Sheila Lehker, President
Cizek Associates, Inc.
ADNBelleVue@cizekassociates.com
602-553-1066





ASSOCIATE DEAN OF NURSING

A complete application includes:

- Letter of Interest showing alignment with the Position Profile (not to exceed 5 pages)
- Resume (chronological preferred)
- References (minimum of six professional references including direct email and telephone)

THE PERKS

Position Salary Range: \$124,346/year - \$165,795/year. The salary information shown is a general guideline only. The salary will be determined based on candidate's qualifications and related experience, as well as market and business considerations.

We offer comprehensive compensation package with salary and benefits as the main components. **Generous [benefits package](#) is offered through Washington State plans that includes multiple** medical, dental, life and disability coverage choices for employees and dependents; choices of retirement and deferred compensation plans; paid holidays, sick, and vacation plans; transit program, reduced tuition, employee discounts and memberships, etc. The employee is scheduled to work 40 hours per workweek. This position is exempt from the overtime provisions of the Fair Labor Standards Act, which means that you are not eligible for overtime pay.

EEO Statement:

Bellevue College does not discriminate on the basis of race, color, national origin, language, ethnicity, religion, veteran status, sex, sexual orientation, including gender identity or expression, disability, or age in its programs and activities. Please see policy 4150 at www.bellevuecollege.edu/policies/. The following people have been designated to handle inquiries regarding non-discrimination policies: Title IX Coordinator, 425-564-2641, Office C227, and EEOC/504 Compliance Officer, 425-564-2178, Office B126. Applicants with disabilities who require assistance with the recruitment process may contact hraccommodations@bellevuecollege.edu.