



## Associate Dean, Division of Health Professions

College of Saint Mary in Omaha, NE, seeks candidates for the position of Associate Dean for the Division of Health Professions. The successful candidate has oversight of all Health Professions programs, including all undergraduate and certificate Nursing programs, Master of Science in Nursing (MSN), Master of Occupational Therapy (MOT), Master of Physician Assistant Studies (MPA) and—pending accreditor approval—Doctor of Occupational Therapy (DOT) and Doctor of Physical Therapy (DPT).

### Essential Functions

The Associate Dean works collaboratively with and advocates for the Division's Program Directors, faculty, and staff to the Vice President for Academic Affairs. The Associate Dean works with all division programs to enhance synergies among programs in such areas as assessment, clinical experiences, and inter-professional experiences. The Associate Dean supervises all division Program Directors, faculty, and staff; evaluates faculty; collaborates with the Associate Dean for Faculty Development on professional development opportunities for division faculty; oversees all hiring in the Division; collaborates on curriculum and program development; collaborates on regional and program-specific accreditation; collaboratively schedules classes and course rotations; develops and manages the Division budget; and serves on Division committees, the Academic Leadership Team, Leadership Council, and other university-wide committees. The appointment may involve teaching one course each semester.

### Required Education and Experience

By the successful candidate's start date at CSM, she or he must have

- an earned doctorate with at least one degree in a health-related field,
- at least three to five (3-5) years' management experience (at director, chair or equivalent levels or above),
- experience teaching at the undergraduate and graduate college levels,
- evidence of scholarly work and professional development,
- direct experience with accrediting bodies, and
- direct experience with budgeting, strategic planning, and conflict management

### Preferred Experience

The ideal candidate has a strong professional network in health professions. This could include experience with a professional association in one of the following areas: Occupational Therapy, Nursing, Physician Assistant Studies, or Physical Therapy.

### Application

Please apply using the following link. During the application process, be prepared to upload (1) a letter of application that addresses the specific position duties and requirements, (2) a current curriculum vitae, (3) contact information for three professional references, and (4) unofficial copies of academic transcripts.

### [Associate Dean of the Health Care Professions Division Application](#)

A background check (including a criminal records check) must be completed satisfactorily before any candidate can be offered a position with the CSM. Finalists will also be required to submit official transcripts. Review of applications begins immediately and will continue until the position is filled. Full consideration will be given candidates who complete their application by 5 p.m. on November 26, 2018.

*College of Saint Mary is a Catholic university providing access to education for women in an environment that calls forth potential and fosters leadership. The University is an equal employment opportunity employer and does not discriminate against employees or job applicants on the basis of race, religion, color, sex, sexual orientation, gender identity, pregnancy, age, national origin, disability, veteran status, marital status or any other status or condition protected by applicable laws, except where a bona fide occupational qualification applies.*