

Duke University School of Nursing

Job Description: Assistant Dean, MSN Program (Administrative Appointment)

Last updated: September 18, 2020

General Purpose

The MSN Program Assistant Dean provides leadership to DUSON faculty in developing, implementing, and evaluating the Masters, Post-Graduate, and graduate certificate programs. The Assistant Dean, in collaboration with the Faculty Coordinators, Lead Faculty for the Majors, and the Vice Dean for Academic Affairs (VDAA), is responsible and accountable for the overall academic integrity of the Masters, Post-Graduate and graduate

actively manage MSN enrollment, increase access to MSN education and amongst the student body.

8. Provide recommendations to the VDAA on teaching assignments for MSN. Evaluate and provide recommendations to meet faculty hiring needs for the program.
9. Represents the School of Nursing on various health system, university, and committees and functions, as requested.
10. Develops and monitors operating and discretionary budgets for MSN programs.
11. Provides guidance and direction

coordinates, including setting standards and monitoring performance.

Provides guidance and leadership for the timely and appropriate placements for MSN

placements into preceptored field placements.

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Qualified candidates will hold an earned doctoral degree in nursing or related field; have a history of experience in graduate nursing education and progressive leadership responsibility in academic administration, and active nursing scholarship.

This position is responsible to the VDAA.