

## View Posting Summary - Dean, School of Health Sciences

Posting Details	
Position Title	Dean, School of Health Sciences
Job Code:	2106
Requisition Number	11-193
Job Description	<p>This is responsible, professional work providing leadership in the planning, direction and evaluation of all programs within the School of Health Sciences including, but not limited to, Health Information Management, Human Services, Cardiovascular Technology, Radiologic Technology, Respiratory Therapy, and Dental Hygiene/Dental Assisting.</p> <p>Oversees all Health Sciences Programs in accordance with accepted national standards and administrative policies.</p> <p>Directs programs to meet national accreditation and state approval standards.</p> <p>Supervises the revision of existing programs to effectively utilize resources as they become available such as grants, new clinical affiliates and dedicated buildings.</p> <p>Works in collaboration with the Vice President, Academic Affairs and the District Dean, Professional and Technical Studies to research, build and implement new Health Sciences programs.</p> <p>Provides an effective and efficient system for the delivery and evaluation of curriculum including new program development.</p> <p>Provides leadership and direction in the selection, hiring, supervision and evaluation of faculty and staff within the School of Health Sciences. Monitors student evaluations of all faculty assigned to the Health Sciences Programs.</p> <p>Coordinates and monitors the preparation and maintenance of all program budgets. Ensures program departments are processing contracts and personnel actions accurately and within established payroll guidelines and college operating procedures.</p> <p>Oversees the staff of the programs in both didactic clinical and support areas.</p> <p>Oversees the advisement and selection of applicants to the Health Sciences Programs.</p> <p>Oversees the academic advisement and counseling of students enrolled in the programs.</p> <p>Ensures that the program advisory committees meet on a scheduled basis and reports activities to the Vice President, Academic Affairs regularly.</p> <p>Reviews all program accreditation activities with respective Program Directors and collaborates in the development of appropriate action plans as needed.</p> <p>Coordinates and participates in recruitment activities focused on Health Sciences.</p>

	<p>Models and sustains effective Servant-Leadership and Shared Governance practices which enhance the achievement of the vision, goals, plans and student-centered culture of Edison State College.</p> <p>These essential job functions are not to be construed as a complete statement of all duties performed; employees will be required to perform other job related duties as required. An employee with a disability is encouraged to contact the Human Resources Office to evaluate the job in greater detail in order to determine if she/he can safely perform the essential functions of this job with or without reasonable accommodation.</p>
Minimum Qualifications	<p>An earned doctoral degree from a regionally accredited institution of higher education with academic preparation in a health technology major.</p> <p>Seven (7) years successful teaching experience in a nationally accredited health professions program.</p> <p>Five (5) years experience in curriculum design, program administration, and student advisement.</p> <p>Successful professional full time work experience in a health profession field.</p> <p>Current national registration and state licensure in one of the health professions.</p> <p>Personal and educational philosophy compatible with the goals, objectives and mission of Edison State College.</p> <p>Demonstrated experience using a personal computer, office software such as MS Office and electronic mail.</p> <p>Demonstrated ability to:</p> <ul style="list-style-type: none"> <li>-Communicate effectively, both orally and in writing.</li> <li>-Establish and maintain effective working relationships with faculty, staff, students and the public.</li> <li>-Work in a fast-paced, demanding environment.</li> <li>-Exercise discretion and good judgment at all times and in all contexts and maintain client confidentiality.</li> <li>-Work effectively with all constituencies of the College.</li> <li>-Collect, organize, analyze and present legal and governmental information in a meaningful manner.</li> </ul>
Preferred Qualifications	
	<p>This position is open until filled. Review of applications will begin November 28, 2011. For full consideration, please apply by November 28, 2011.</p> <p><b>APPLICATION REQUIREMENTS:</b></p> <p>Fully complete the application form. All work history must be included on the application and all fields must be accurately and specifically completed.</p> <p>Candidates must list ALL work experience which proves sufficient for meeting minimum qualifications of this position. Unofficial transcripts MUST be uploaded to the applicant system. It is suggested that all documents be uploaded as PDF documents. There is a 2 megabyte limit on each document.</p> <p><b>TRANSCRIPTS:</b></p>

Special Instructions to Applicants	<p>- Candidates must upload copies of ALL transcripts (need not be official at the time of application) which prove sufficient for verifying minimum qualifications of this position.</p> <p>- Official transcripts for all coursework and degrees are required at the time of hire.</p> <p>- Foreign transcripts must be transcribed in English AND evaluated for U.S. equivalency by a bonafide U.S. evaluation service. Evaluation must be uploaded as an attachment.</p> <p>PLEASE NOTE: Additional documents or changes cannot be made to your application once you have clicked on "Finished Attaching Documents" and receive your confirmation number.</p> <p>We regret that we are unable to accept faxed, emailed, mailed or hand delivered application materials outside the Edison online e-Jobs system.</p> <p>A selection committee will review application packages of those candidates that have met the minimum qualifications and will select a limited number of qualified applicants for interview.</p> <p>Criminal background check and fingerprinting will be required of the final candidate.</p> <p>Edison State College is proud to be a tobacco-free organization.</p> <p>All programs, activities and facilities of Edison State College are available to all on a non-discriminatory basis, without regard to race, sex, age, religion, national origin, disability, sexual orientation, marital or veteran's status. The college is an equal access/equal opportunity institution. Questions pertaining to educational equity, equal opportunity, or equal access should be addressed to the College's Equity Officer at 239.489.9293.</p>
Advertising Requests (newspapers, professional journals, newsletters, etc):	<p>Inside Higher Ed Jobs</p> <p>Edison Online</p> <p>Chronicle Online</p>
Selection Committee: <i>Please list each selection committee member's name, title, sex and race. Please limit selection committee to 2-5 members.</i>	<p>Mary Myers, Chairperson, Dean, Edison Online, W/F</p> <p>Adrian Kerr, Director, Continuing Ed., W/M</p> <p>Jeff Elsberry, Director, Respiratory Care, W/M</p> <p>Jeff Davis, Director, CVT, W/M</p> <p>Karen Molumby, Director, Dental Programs, W/F</p> <p>Jim Mayhew, Director, Rad. Tech., W/M</p> <p>Deborah Howard, HIM Coordinator, W/F</p> <p>Chaplin Dixon, Lee Memorial Employee, B/M</p>
Department	School of Health Sciences
Campus	Lee
Pay Rate	\$85,000.00 to negotiable
Pay Basis	Annual
Recommended Salary	
Job Open Date	11-17-2011
Job Close Date	Open Until Filled
Responsible Hiring Manager	Myers, Mary
Position Number	C19971

Position Type	Administration
Position Status	Full-Time
New Position?	Yes
Work hours	Vaires based on program needs; typically 8:30-4:30
Work days	Varies based on program needs; typically Monday-Friday
Replacement for:	
Termination Date	
Proposed Appointment - From Date:	01-02-2012
Proposed Appointment - To Date:	
Pass Message	Thank you for your interest in this position. The screening and selection process is currently underway and will continue until a successful candidate is chosen. Should review of your qualifications result in a decision to pursue your candidacy, you will be contacted.
Fail Message	Based on your responses to the questions on the employment application, you do not meet the minimum qualifications for this position. Please do not let this discourage you from applying for other positions that interest you. Thank you for your interest in this position.
Application Types Accepted	Main Application
Required Applicant Documents	Transcripts
Optional Applicant Documents	Resume Cover Letter Other Document3 Other Document4 Other Document5

Template Level Questions

How did you hear about this opportunity?

ANSWER

No Response

Newspaper

Online Career Source

Other

This question is required.

If other, please specify:

SHORT TEXT

This question is not required.

Enter any other name by which you have been known. If not applicable, please type "NA" in the box.

SHORT TEXT

This question is required.

Have you been convicted of a crime, found guilty, had adjudication withheld, or entered a plea of nolo contendere (no contest)?

ANSWER

No Response
Yes
No
This question is required.

**If yes, you must give complete details for each charge, including Date(s), Location, Nature of Charge(s), and Disposition(s). If no, please answer "NA"**

LONG TEXT
This question is required.

Posting Specific Questions

**Do you have an earned doctoral degree from an accredited institution of higher education with academic preparation in a health technology major?**

ANSWER
No Response
Yes
No
This question is required.

**Do you have five (5) years experience in curriculum design, program administration, and student advisement?**

ANSWER
No Response
Yes
No
This question is required.

**What area(s) of health professions do you hold a current national registration and/or state license?**

SHORT TEXT
This question is required.

**Do you have seven (7) years of teaching experience in a nationally accredited health professions program?**

ANSWER
No Response
Yes
No
This question is required.

Points

Maximum Points Possible: 0

Template Level Questions

**How did you hear about this opportunity?**

ANSWER	DISQUALIFYING	SCORE
No Response		0
Newspaper		0
Online Career Source		0
Other		0

0 %

Have you been convicted of a crime, found guilty, had adjudication withheld, or entered a plea of nolo contendere (no contest)?

ANSWER	DISQUALIFYING	SCORE
No Response		0
Yes		0
No		0

0 %

Posting Specific Questions

Do you have an earned doctoral degree from an accredited institution of higher education with academic preparation in a health technology major?

ANSWER	DISQUALIFYING	SCORE
No Response		0
Yes		0
No	DISQ	0

0 %

Do you have five (5) years experience in curriculum design, program administration, and student advisement?

ANSWER	DISQUALIFYING	SCORE
No Response		0
Yes		0
No	DISQ	0

0 %

Do you have seven (7) years of teaching experience in a nationally accredited health professions program?

ANSWER	DISQUALIFYING	SCORE
No Response		0
Yes		0
No	DISQ	0

0 %

Guest User

User Name:	GU57066
Password: Between 6 and 20 Characters	healthsciences

Notes / History

11-03-2011 12:05 PM	Rodolfo Moreira
Saved	
11-03-2011 12:07 PM	Rodolfo Moreira
Saved	
11-03-2011 12:10 PM	Rodolfo Moreira

<i>Submitted to Dean/Director</i>	
<b>11-16-2011 3:00 PM</b>	<b>Jana Sabo</b>
<i>Submitted to Campus President/VP</i>	
<b>11-16-2011 3:00 PM</b>	<b>Erin Harrel</b>
<i>Submitted to HR Comp</i>	
<b>11-17-2011 9:43 AM</b>	<b>Bonnie Etheridge</b>
<i>Save</i>	
<b>11-17-2011 9:44 AM</b>	<b>Bonnie Etheridge</b>
NOTE: Requested names of search committee from M.Myers 11-17-11.	
<b>11-17-2011 9:44 AM</b>	<b>Bonnie Etheridge</b>
<i>Posted</i>	
<b>11-17-2011 9:45 AM</b>	<b>Bonnie Etheridge</b>
<i>Save</i>	
<b>11-17-2011 9:45 AM</b>	<b>Bonnie Etheridge</b>
<i>Save</i>	
<b>11-17-2011 11:10 AM</b>	<b>Jana Sabo</b>
<i>Save</i>	
<b>12-02-2011 11:29 AM</b>	<b>Bonnie Etheridge</b>
<i>Save</i>	
<b>12-05-2011 2:57 PM</b>	<b>Rodolfo Moreira</b>
<i>Save</i>	
<b>01-27-2012 12:07 PM</b>	<b>Rodolfo Moreira</b>
<i>Save</i>	
<b>01-27-2012 12:07 PM</b>	<b>Rodolfo Moreira</b>
<i>Save</i>	
<b>01-31-2012 8:45 AM</b>	<b>Rodolfo Moreira</b>
NOTE: EEO Summary, username and password, and intent to hire paper work sent ot hiring manager 12/5/11 and again 1/31/12.	
<b>02-20-2012 8:46 AM</b>	<b>Rodolfo Moreira</b>
<i>Save</i>	