



# Wayne County Community College District

## District Office

801 W. Fort Street  
Detroit, MI 48226  
(313) 496-2765  
(313) 963-5816 fax

Human Resources

**Notice of Position Opening**  
**Internal/External**  
**Full Time**  
**Associate Dean, Nursing**  
**(E006-25)**

Deadline: **August 28, 2025**  
Reports to: **Dean, Nursing and/or Health Science Provost**  
Grade / Level: **Exempt/Pathways**

### **Broad Function:**

Reporting directly to the Dean of Nursing and assists with providing leadership in managing and implementing a comprehensive nursing program for delivery in support of college, campus, and/or department goals to assure compliance with programmatic accreditation and/or licensure, internal consistency, and graduate outcomes that meet workplace and placement expectations. Participates in budget preparation and fiscal administration, curriculum development and coordination, supervision and evaluation of students and selection/coordination of program-specific external clinical facilities and supervises instruction. Provides professional leadership and support for classroom, lab, and simulation preceptors/educators; serves as a mentor and facilitator for instructors and preceptors assigned; and enables an environment which fosters creativity, responsiveness, and self-responsibility.

### **Specific Duties and Responsibilities:**

- Demonstrates leadership to and assists with management of the nursing program, to include initiative in maintaining and in improving the quality of instruction in the classroom, lab, and clinical affiliates.
- Provides critical programmatic data, reports and schedules to the Dean of Nursing.
- Prepares performance evaluations of nursing students and evaluates the effectiveness of instruction throughout the educational practice, which includes clinical education.
- Coordinates clinical placements in conjunction with ACEMAP within the district and with out-of-district clinical preceptors and students.
- Establishes and monitors academic standards for the nursing program and relays these demographics to the Dean of Nursing accordingly.
- Maintains program compliance within HLC and ACEN standards and programmatic accreditation requirements.
- Recommends program textbook, software, hardware, laboratory equipment, and curriculum changes to the Dean, upon obtaining appropriate faculty input.
- Prepares and monitors nursing program budget and par levels of supplies, in coordination with the Dean and Associate Dean (Lab) of Nursing.
- Organizes and participates in meetings of the Nursing Program Advisory Committee.
- Assists the Dean of Nursing in the recruitment and selection of nursing clinical/didactic faculty and laboratory staff when needed.
- Assists the Dean with bi-annual nursing pinning ceremonies.
- Assesses effectiveness of nursing student admissions process and provides recommendations for improvement to the Dean, as needed.
- Assists College officials in resolving faculty and student issues related to the nursing program.

- Provides and monitors the effectiveness of orientation programs for new students and clinical orientation.
- Implements and monitors a plan for the continuous assessment of clinical effectiveness and provides recommendations to the Dean for improvement, as needed.
- Maintains currency of knowledge in nursing education by attending state and national meetings held and sponsored by WCCCD, HLC, ACEN, and more.
- Implements and assesses a plan for improving College/clinical agency relations through the use of effective communications and regular site visits to affiliate agencies.
- Maintains student clinical records of timesheets, case logs, weekly performance reviews, and evaluations at all times.
- Facilitates and/or monitors clinical competencies with each student and reports progress to Dean.
- Promotes a learning environment that enables student progression with monitored and precise remediation practices held at either the school simulation center or another on campus location, when needed.
- Advises the Dean and District Health Science Provost, Northwest Campus of issues and concerns that may have College-wide administrative impact.
- Assists with monitoring nursing clinical, graduate, and employer surveys, and provides recommendations to the Dean for program improvement, as needed.
- Effectively represents the Division of Health Occupations when serving on assigned College committees and attending community functions, as needed.
- Exhibits initiative, enthusiasm, and teamwork in accomplishing the responsibilities of the position.
- Encourages and supports articulation with K-12, universities, and other educational and community agencies.
- Fosters a departmental climate that supports collegiality and professional development of students, faculty and staff.
- Assists with the review and assessment of nursing program and other services to monitor compliance with college policies and procedures and accreditation standards.
- Attends seminars and workshops as appropriate for professional development.
- Promotes the College's mission and goals through service on college committees and participation in college initiatives.
- Performs additional duties as assigned by the Vice Chancellor or Health Science Provost.
- Assists with the monitoring of nursing program retention and placement rates, and provides recommendations for improvement, as needed.

#### **Requirements for Position:**

##### **Education:**

- Master's degree in nursing is required.

##### **Experience:**

- Must hold an active, or be eligible for, an unencumbered Michigan RN license.
- Five years of experience in academic, clinical or administrative healthcare environment, or any combination thereof.
- Strong understanding of healthcare education with emphasis in the nursing field.
- Experience in and knowledge of accreditation standards/processes for nursing programs.
- Must have excellent interpersonal, written and verbal communication skills.

##### **Other Requirements for Position:**

- At least two (2) years of supervisory/leadership experience.
- Demonstrated management and organizational skills; computer literacy and the ability to communicate effectively.

**Application Procedure:** Applicants must submit the following to [jobs@wcccd.edu](mailto:jobs@wcccd.edu) for immediate consideration:

Wayne County Community College District application form which can be found at [www.wcccd.edu](http://www.wcccd.edu) then go to: Divisions- Human Resources-Employment Application; Cover Letter explaining how your experience and education qualify you for the stated requirements of the position; Resume or Curriculum Vitae ; Copies of your undergraduate and graduate college transcripts (unofficial copies are acceptable during the application phase; official copies will be required upon hire) ;Three letters of recommendation

**Please reference this staffing number on all documents: E006-25**

#### **EQUAL OPPORTUNITY EMPLOYER**

**Mail Resume to: Wayne County Community College District, Attention: Human Resources,  
801 W. Fort Street, Detroit, MI 48226 or e-mail your resume to: [jobs@wcccd.edu](mailto:jobs@wcccd.edu)**

#### **Statement of Compliance**

Wayne County Community College District (WCCCD), pursuant to the requirements of Titles VI and VII of the Civil Rights Act of 1946, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the age Discrimination Act of 1975, the Vietnam-Era Readjustment Act of 1974, the Elliot-Larsen Civil Rights Act, Executive Order 1146, and Title II of the Americans with Disabilities Act (ADA) complies with all Federal and State laws and regulation prohibiting discrimination and with all requirements and regulations of the U.S.

Department of Education. It is the policy of WCCCD that no person, on the basis of , or political affiliation or belief, shall be discriminated against, excluded from participation in, denied the benefits of, or otherwise be subjected to employment or in any program or activity for which it is responsible or for which it receives financial assistance from the U.S. Department of Education. (Policy adopted by the Wayne County Community College District Board of Trustees, July 28, 1993).

#### **Notice of Non Discrimination Policy**

Any questions concerning Title IX of the Education Amendments of 1972 which prohibits discrimination on the basis of sex, or inquires related to Section 504 of the Rehabilitation Act of 1973 which prohibits discrimination on the basis of handicap, or the College's Statement of Compliance with Federal and State law should be directed to Director of Human Resources, Wayne County Community College District, 801 W. Fort, Detroit, MI 48226 or by calling: 313-496-2765.