



NORTHWEST TECHNICAL COLLEGE  
invites applications for the position of:  
**Dean of Nursing,  
Health & Human Services**

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**ADMINISTRATOR POSTING**

- OPENING DATE:** March 28, 2022
- CLOSING DATE:** Applications will be accepted until the position is filled. Initial review of applications will begin on **Wednesday, April 27<sup>th</sup>**, so applications should be submitted by that time for guaranteed consideration.
- APPOINTMENT DATE:** July 1, 2022, or as soon as possible
- SALARY:** Depends on Qualifications; Administrator's Plan Range 5; current pay range is \$75,216 - \$120,349 per year (depending on experience)
- JOB TYPE:** Full-time / Exempt - Professional / At-will

**NORTHWEST TECHNICAL COLLEGE (NTC)** invites applicants to join our team as the **Dean of Nursing, Health & Human Services**. To accomplish our mission of “preparing students for rewarding careers”, we prioritize creating a culture in which diversity is embraced and all people are safe, welcome, and validated. NTC has prepared students for fulfilling careers in high-demand fields for more than 50 years. The college’s accessible, affordable, hands-on programs also help the region’s employers meet their ever-growing need for a highly skilled workforce. NTC serves more than 1,000 students with an excellent education, an open-enrollment policy and affordable tuition. Students may pursue nearly 40 degree, diploma and certificate programs in six distinct career paths. Classes are offered on campus, online, or as a combination of both. NTC is a member of the Minnesota State system of colleges and universities.

The **Dean** provides leadership in all aspects of the following programs: nursing, dental, community health worker, medical coding, gerontology & aging care, early childhood education. Responsibilities include oversight, coordination, curriculum support, and liaison capacities to grow and maintain strong programs. Administrative duties include internal and external responsibilities related to planning, budgeting, staffing, regulatory and accreditation standards, equity initiatives and standards, collaboration, and partnerships.

**Responsibilities of the Dean include:**

- 1. Director oversight and coordination responsibilities (40%)**
  - a) Lead and serve with the highest standard of professional engagement within the college and with community partners.
  - b) Set and direct program goals and priorities in collaboration with faculty, advisory committees, and Vice President of Academic Affairs; monitor progress toward achieving those goals and priorities.
  - c) Secure and maintain accreditation for all health and services. Nursing, Health, and Human Services programs.

- d) Maintain up-to-date files for all applicable aspects of the Nursing, Health, and Human Services programs, including contracts, employee files, etc.
- e) Manage the budgetary process by identifying, with faculty assistance, the budget needs; submit budget and approve ordering of equipment, supplies and materials in alignment with approved budget and regulations.
- f) Monitor workflow to ensure timely processing of pay and expenses.
- g) Ensure reports for national, regional, state and accreditation agencies are completed accurately and on time.
- h) Lead the process for interviewing potential faculty, studying professional records, engaging with affirmative action goals, and submitting recommendations or suggestions for appointment.
- i) Assume responsibility for the oversight of orienting and mentoring new faculty.
- j) Support faculty development through professional development plans and timely, engaged faculty evaluation processes.
- k) Recognize exemplary work and implement disciplinary action as appropriate to maintain a healthy work environment.
- l) Lead faculty in the development of contractual agreements as are necessary between the College and community agencies for Nursing, Health, and Human Services programs.
- m) Collaborate with faculty and Student Success Advisors in developing admission criteria and supporting the application/admission process.
- n) In consultation with faculty, determine faculty loads and schedules, with final approval of Vice President of Academic Affairs.
- o) Coordinate and implement post-graduate follow-up studies.
- p) Work with Vice President and faculty to develop new programs to support the future of Northwest Technical College.

**2. Curriculum support responsibilities (25%)**

- a) Assist faculty in the development, revision and evaluation of the curriculum.
- b) Review clinical, lab, and field assignment patterns for groups of students assigned for experience in various community health agencies.
- c) In consultation with faculty, plan coverage of faculty assignments and instruction of clinical assignments and classes in event of authorized faculty absence.
- d) Consult with program faculty about their workload, assignments, sequence of instructional content and any relevant problems they may be encountering.
- e) Review student progress as needed with faculty, including licensure exam results and possible inequity in academic outcomes.

**3. Liaison responsibilities (35%)**

- a) Inform College administrative services, including student and support services and instructional personnel about programs. Invite and encourage their attendance at meetings where relevant policy may be discussed.
- b) Work closely with Advisory Committees and program faculty to foster communication between the college and community.
- c) Meet with administrative and staff personnel of hospitals and other health agencies for purposes of discussing, reviewing, clarifying or adjusting operational policies to meet program goals.
- d) Engage regularly with Distance Minnesota and Online College in the High Schools regarding relevant online courses and programs.
- e) Participate in the recruitment and retention of a diverse body of students.

- f) Accept speaking assignments, as authorized by administrative policy, at civic and allied professional meetings.
- g) Work with marketing on publicity for the Nursing, Health, and Human Services Programs.
- h) Encourage and facilitate college and program strategic planning by mentoring faculty in professional and program growth.
- i) Act as liaison between the Nursing, Health, and Human Services Programs, Northwest Technical College administration and professional organizations at the national, regional and state levels, as well as both national and state accrediting agencies.
- j) Perform other duties as assigned by the Vice President of Academic Affairs to enhance Northwest Technical College.

**Minimum qualifications for this position include:**

- Master's degree in Nursing, Nursing Administration, Nursing Education, Public Health Nursing, or a nursing clinical specialty.
- Unencumbered licensure in the State of Minnesota as a Registered Nurse or the ability to obtain prior to the start of employment.
- Teaching experience in postsecondary education.
- Evidence of professional leadership in healthcare, higher education, or related field.
- Demonstrated commitment to fostering the principles of diversity, equity, inclusion, and anti-racism.

**Preferred qualifications include:**

- Experience in administration of collegiate health care programs.
- Administrative health care experience.
- Experience with curriculum development.
- Knowledge of a collective bargaining environment.
- Demonstrated success in fostering collaborative working relationships.
- Evidence of experience with online program delivery.
- Accreditation Experience.

**To facilitate the review, assessment, and evaluation process, please ensure that your application and/or resume clearly demonstrate fulfillment of these required and preferred qualifications.**

**Other considerations:**

- Must be able to lawfully accept employment in the United States at the time of an offer of employment.
  - Employment for this position is covered by the [Administrator's Plan](#).
  - Official transcript(s) must be provided to Human Resources upon hire.
  - In accordance with the Minnesota State Colleges and Universities (MinnState) Vehicle Fleet Safety Program, faculty and staff driving on college/university business, who use a rental or state vehicle, shall be required to complete a vehicle Use Agreement form and conform to MinnState's vehicle use criteria and consent to a motor vehicle records check.
  - NTC is a tobacco free workplace ([see policy](#)).
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**Apply online:** <https://ntcmn.peopleadmin.com/>

**A complete application will include the following attachments:**

- Cover letter, which addresses the required qualifications and your specific interest in working at Northwest Technical College.
- Resume/Curriculum Vitae.
- Unofficial transcripts for all coursework.

**Inquiries:**

Karen Snorek, VP of Finance & Administration  
Phone: (218) 755-2012  
Email: [Karen.Snorek@bemidjistate.edu](mailto:Karen.Snorek@bemidjistate.edu)

If you have general questions about this posting or submitting an application, please contact Teresa Hanson at [teresa.hanson@bemidjistate.edu](mailto:teresa.hanson@bemidjistate.edu).

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**COLLEGE / COMMUNITY:**

Northwest Technical College is in Bemidji, Minnesota, in Northern Minnesota. The greater Bemidji community has a population of 25,000 and serves as a regional center for education, commerce, recreation, health care, and the arts. Bemidji State University, a partner institution, and Northwest Technical College welcome 6,000 students annually. Northwest Tech offers hands-on learning in Business, Health Care, Manufacturing, Transportation, and General Education. As a partner in Distance Minnesota, the College is engaged in innovative distance education with most of its programs offered online in addition to on campus. Northwest Technical College is a member of the Minnesota State Colleges and Universities System (Minnesota State) <https://www.minnstate.edu>. To learn more about the student-centered environment at Northwest Technical College, visit [www.ntcmn.edu](http://www.ntcmn.edu).

**WHY BEMIDJI:**

In this Northwoods setting, students, staff, and faculty have a variety of activities at their fingertips. Possessing all the charm and character of a college town, Bemidji remains a tight-knit community of good neighbors and engaged citizens. While the city of Bemidji — named after the Ojibwe Chief Shaynowishkung (nicknamed Bemidji) — is home to a diverse population of more than 15,000 people, it serves a regional population of more than 100,000.

Located between three American Indian reservations – Leech Lake, Red Lake, and White Earth, students have an opportunity to experience a dynamic local culture and history. Bemidji also sits at the center of the legends of Paul Bunyan and Babe the Blue Ox. The famous statues of Paul and Babe greet students as they drive along Lake Bemidji.

Though quaint and historic, the city offers the urban conveniences upon which college students rely. Northwest Technical College is conveniently located minutes away from affordable restaurants, cozy coffee shops, grocery stores, city parks, and more. Small, locally-owned shops and art sculptures line the streets of downtown Bemidji, while national chains can be found in and around the Bemidji area, including an uptown selection of department stores and restaurants.

The thriving downtown community presents ample opportunities for engagement off-campus. Among other things, there are fine-dining restaurants, cafes, and a natural foods co-op in downtown Bemidji. The historic Paul Bunyan Playhouse has a calendar of classic shows; restaurants and lounges offer weekly live music performances; the First Friday Art Walk provides a tour of new monthly art exhibits; and annual events such as the Loop the Lake Festival, the Dragon Boat Festival, the Blue Ox Marathon, Bemidji Winterfest, and The Minnesota Finlandia bring the community together.

For those who love the outdoors, there are wooded, multi-use trail systems within minutes of campus and community parks with walking trails, playgrounds and a skate park. Lake Bemidji State Park and its miles of navigable trails is located directly across the lake from BSU, and the Buena Vista Ski Area — just 12 miles north of town — offers downhill skiing and BSU-sponsored student transportation in the winter months. Further, the Mississippi River Headwaters is a mere 45 minutes from Bemidji.

**For further information, visit our website at:** <https://www.ntcmn.edu>

**Review a "special report on how this former lumber town has rebuilt itself as a high-speed, regional center of enterprise" at [Bemidji 2.0](#)**

#### **Other Resources:**

- Visit Bemidji – <https://www.visitbemidji.com/>
  - 218 Relocate / Greater Bemidji – <https://www.218relocate.com/>
  - Bemidji Area Chamber of Commerce – <https://www.bemidji.org/>
  - Explore Minnesota – <https://www.exploreminnesota.com/article/top-things-to-do-bemidji>
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#### **Statement of Notice**

Northwest Technical College prohibits discrimination and sexual violence of any kind. Contact the Center for Civil Rights [Investigation Office](#) if you have concerns regarding discrimination and/or sexual violence. Per [Minnesota State System Procedure 1B.3.1](#), all universities and colleges must provide contact information of their Title IX Coordinator.

Steven D. Parker, Campus Diversity Officer & Title IX Coordinator

Email: [TitleIX@bemidjistate.edu](mailto:TitleIX@bemidjistate.edu)

Phone: (218) 755-4121

1500 Birchmont Drive NE, Deputy Hall, Room 211, Bemidji, MN 56601

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*Northwest Technical College is an Affirmative Action Equal Opportunity Employer and Educator. This document is available in alternative formats to individuals with disabilities. Consumers with hearing or speech disabilities may contact us via their preferred Telecommunications Relay Service.*

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