



# OAKWOOD UNIVERSITY

*Employee Services/Human Resources*

## NOTICE OF AVAILABLE POSITION

**POSITION:** Dean  
**DEPARTMENT:** School of Nursing and Health Professions  
**STATUS:** Regular, Full-time (38 hours)

### QUALIFICATIONS:

- Doctorate mandatory
- Five (5) years' experience in higher education including supervisory experience. Minimum two (2) years clinical experience in the healthcare field as a nurse, physical therapist, physician's assistant, or occupational assistant
- Must hold current license to practice as a healthcare professional
- Must demonstrate ability to work effectively with faculty and students

### BRIEF DESCRIPTION OF DUTIES:

- Ensure that appropriate academic standards are maintained
- Prepare, with the assistance of chairs, the annual budget needs
- Maintain responsibility for the timely completion of reports
- Assists the office advancement by friend-building and fundraising
- Maintain faculty records
- Set parameters for faculty loads and other responsibilities according to the Faculty Handbook
- Support faculty development in teaching and scholarship
- All other duties as assigned

**SALARY:** Commensurate with education and experience.

**POSTING DATE:** May 23, 2019

**CLOSING DATE:** June 27, 2019


### HOW TO APPLY:

**Interested persons must submit employment documents electronically:**

- Download the application **in Google Chrome**
- Open application **in Adobe Reader**
- Hit "Submit" button.
- You will receive an auto reply confirmation once Employee Services has received your documents

### REQUIRED DOCUMENTS:

- Application
- Resume
- Copy of degree/transcripts
- 3 Letters of Recommendation

Oakwood University participates in   
\*\*OAKWOOD UNIVERSITY IS AN EQUAL OPPORTUNITY EMPLOYER\*\*

◆ *God First* ◆

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