



**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:** **October 11, 2018**

**CLOSING DATE:** **December 14, 2018**

**HOW TO APPLY:** **Interested persons must submit employment documents by email:** application, vita, three letters of recommendation, copy of certifications, copy of degree/transcript to [hroffice@oakwood.edu](mailto:hroffice@oakwood.edu). Please ensure that the position to which you are applying is placed in the subject line of the email. Applications are located on-line at [www.oakwood.edu](http://www.oakwood.edu) under Human Resources. All employment documents must be attached to email. **Incomplete employment documents will not be reviewed.** You will receive an automatic reply upon receipt of your email.



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