



**POSITION VACANCY ANNOUNCEMENT**  
Announcement Date: December 7, 2009

Interested Persons Contact: **Personnel Office**  
**Catawba Valley Community College**  
2550 Highway 70 SE  
Hickory, NC 28602-9699  
828/327-7000, Ext. 4103 or 4277  
[www.cvcc.edu](http://www.cvcc.edu)

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**POSITION:** Associate Dean, The School of Health Services

**PROPOSED START DATE:** March 1, 2010.

**LAST DATE FOR RECEIPT OF APPLICATION:** Open until filled.

All applicants are requested to submit:

1. Letter of Interest
2. A CVCC employment application form
3. Resume
4. Photocopies of transcripts

Applicant review to begin January 22, 2010.

**MINIMUM QUALIFICATIONS REQUIRED:**

**EDUCATION:** Master's degree or above in Nursing or Health related field. Doctorate preferred.

**EXPERIENCE:** Professional Healthcare experience and experience in teaching, scheduling classes, and recruiting part-time and full-time instructors are essential. Demonstrated leadership experience in Health Care and Higher Education is preferred.

**PERSONAL TRAITS:** Must be able to communicate effectively both verbally and in writing. Must possess good organizational skills. Must be a good team member and be willing to update skills as needed. Education philosophy must be compatible with the role of the community college. Ability to work long hours, resolve conflicts, and develop creative solutions is essential.

**JOB DESCRIPTION:** Reporting directly to the Dean of Instruction, the Associate Dean has primary authority and accountability for the academic performance of the School of Health Services. The Associate Dean works with the school's Department Heads, Directors, and Faculty so that each program maintains high standards. The Associate Dean drives the educational performance of the School, providing leadership, vision, and strategic direction for the School's curricula, instruction, assessment and improvement initiatives, overseeing professional development for Faculty, and supervising the operational and academic management of the School of Health Services. Oversight of the new Simulated Hospital for curriculum and non-curriculum and community outreach is an essential aspect of the responsibilities. Excellent communication skills are essential.

**SALARY AND BENEFITS:** Salary commensurate with education and experience. Employment benefits include retirement, hospitalization and dental insurance, vacations, holidays, and sick leave.

ALL ADVERTISED POSITIONS ARE CONTINGENT UPON AVAILABLE FUNDING.  
ALL NEW FULL-TIME EMPLOYEES PAID BY DIRECT DEPOSIT ONLY.  
AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY INSTITUTION