



NOTRE DAME COLLEGE

JOB OPPORTUNITY

Notre Dame College, a Catholic institution in the tradition of the Sisters of Notre Dame, educates a diverse population in the liberal arts for personal, professional and global responsibility.

Title:	Chair (Chief Administrative Officer)
Reports To:	Provost
Status:	Full-time
Classification:	Administration, Faculty
Deadline to Apply:	Until filled
Start Date:	Immediately

Summary:

Notre Dame College, a Catholic institution, is seeking a dynamic, visionary leader for our CCNE accredited baccalaureate nursing program in Cleveland, Ohio. The Chair of the Nursing Division serves as the chief administrative officer for the undergraduate Bachelor of Science in Nursing program and oversees the online RN to BSN program and the online MSN program. The successful candidate will have an opportunity to play a key role in expanding our nursing program, be student-focused with excellent interpersonal, communication, listening, and leadership skills while keeping aligned with Notre Dame College's philosophy, mission, and vision. This position will report to the Provost.

Experience and Qualifications:

Education:

- Earned doctorate (Ph.D. or DNP) from a regionally accredited institution.
- Master's degree in nursing.

Experience:

- Previous administrative experience.
- Minimum 5 years of practicing nursing as a registered nurse.
- Minimum 2 years teaching experience in a baccalaureate or higher degree nursing program.
- Current, valid licensure as a registered nurse in Ohio.
- Experience with Ohio Board of Nursing, CCNE (or ACEN) accreditation.

Special Characteristics:

- Record of scholarship and committed scholarship interests.
- Willingness to engage in limited classroom instruction to undergraduate and/or graduate nursing students.
- Provides opportunities for faculty and students to participate in the decision-making process.
- Represents the Nursing Program at local, regional, state and, if indicated, international meetings/conferences related to the profession.
- Initiates and fosters relationships with academic, community and health care partners to support Nursing Program initiatives and outcomes.
- Provides a mechanism for long-range planning for the Division of Nursing.
- Provides leadership in developing opportunities for building innovative educational programming.

Nestled on 48 scenic, wooded acres in a suburb just 25 minutes from Cleveland, Notre Dame College offers a blend of quiet campus life and big city adventure. Home to some of the country's best restaurants, medical facilities, museums, sports teams, and amusement parks, Cleveland is an affordable city with major appeal.

HOW TO APPLY: Please send a resume, and cover letter to: careers@ndc.edu. Candidates will be interviewed by appointment through Zoom, Microsoft Teams, or at the South Euclid, Ohio campus.