



Mercy College of Health Sciences POSITION DESCRIPTION

Job Code:	Y1888	Title:	Dean, Joyce E Lillis School of Nursing
Date:	February 2025	Department:	Nursing
FLSA:	Exempt	Reports To:	Provost & Vice President for Academic Affairs
Grade:	M11	Approved By:	Provost & Vice President for Academic Affairs

POSITION PURPOSE

GENERAL SUMMARY:

Reporting to the Provost and Vice President for Academic Affairs, the Dean of the Joyce E Lillis School of Nursing is responsible for leading all nursing programs. The Joyce E Lillis School of Nursing offers Certified Nurse Assistant (CNA), Associate of Science in Nursing (ASN), Bachelor of Science Nursing (BSN), Accelerated Bachelor of Science in Nursing (ABSN), RN-BSN, and a Master's of Science in Nursing (MSN). Programs are offered in traditional face-to-face and hybrid online format. The Dean oversees direct reports responsible for daily management of clinical education, prelicensure nursing programs, and post licensure programs. The Dean oversees important aspects of the Nursing programs including accreditation, curriculum design, faculty hiring, program development, partnerships, and strategic direction.

ESSENTIAL FUNCTIONS

Establish a clear vision for the Joyce E Lillis School of Nursing making it the School of Choice in Iowa for students and faculty.

Provide visionary and strategic leadership for nursing.

Build the reputation of the Joyce E Lillis School of Nursing as the School of Choice.

Maintain high standards of excellence in the Joyce E Lillis School of Nursing.

Meet key performance indicators of excellence with high NCLEX first time pass rates and high student retention rates.

Grow and maintain relationships with Trinity Health, MercyOne, community partners, accrediting agencies, and other friends of the College.

Attract and retain high quality faculty and students.

Mentor nursing leaders to ensure a pipeline of nursing leadership in the Joyce E Lillis School of Nursing.

Mentor nursing faculty to ensure teaching excellence and professional development.

Provide oversight for faculty recruitment, program orientation, development, mentoring, and evaluation.

Develop new program offerings and new delivery formats that ensure Mercy College is on the leading edge of nursing education.

Seek funding opportunities that help maintain the high standards of the Joyce E Lillis School of Nursing and position the School for continued success.

Oversee all operations of the Joyce E Lillis School of Nursing.

Review and revise program policies as needed to ensure our mission and values are represented in all student and faculty interactions.

Ensure accreditation and state regulatory standards are met and maintained.

Lead continuous improvement in all aspects of nursing.

Integrate modern technologies such as simulation, telemedicine, artificial intelligence etc. to ensure excellence, relieve burden on clinical sites, and prepare students for their ever-evolving nursing career.

Ensure effective management of financial resources including budget planning and management.

Oversee the preparation and development of strategic and assessment plans.

Meet Key Performance Indicators established by the Provost.

Performs other duties as assigned.

LEADERSHIP COMPETENCIES

As a Mercy College of Health Sciences Leader, the Dean is expected to demonstrate leadership traits which support our Mission and Core Values as identified below:

Mission Statement: Mercy College of Health Sciences prepares graduates for service and leadership in the healthcare community by integrating its core values with a professional and liberal arts and science education

Core Values:

Knowledge – The ability to instill in our college community a thirst to study continually, observe, and investigate the world for facts and ideas that can improve the health and well-being of humankind, as well as create a love for learning.

Reverence – Profound spirit of awe and respect for all creation, shaping relationships to self, to one another, and to God, as well as acknowledging that we hold in trust all that has been given to us.

Integrity – Moral wholeness, soundness, uprightness, honesty, and sincerity as the basis of trustworthiness.

Compassion – Feeling with others, being one with others in their sorrows and joy, rooted in the sense of solidarity as members of the human community.

Excellence – Outstanding achievement, merit and virtue; continually surpassing standards to achieve and maintain quality.

QUALIFICATIONS

Terminal Degree (Ph.D, EdD, DNP preferred) in related field
Experience with policy and curriculum review and implementation
Current and valid (or eligible for) Iowa RN license
Experience with prelicensure programs
5 years teaching experience
3 years in academic leadership
Demonstrated knowledge of academic and accrediting processes
Demonstrated ability in managing, leading or training others
Excellent interpersonal skills

PHYSICAL AND MENTAL REQUIREMENTS AND WORKING CONDITIONS

Must be able to set and organize own work priorities in concert with the vision and direction of the Provost and adapt them as needed.

Must be able to work concurrently on a variety of task/projects in an environment that may be stressful with individuals having diverse personalities and work styles.

Must be able to travel to various sites as needed.

Must possess the ability to comply with Mercy College of Health Sciences, MercyOne, and Trinity Health policies and procedures

The above is intended to describe the general content of and requirements for this job. It is not intended to be a complete statement of duties, responsibilities or requirements.

Name	Provost/VPAA	Date
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Name	Dean	Date
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