

## **Duke University School of Nursing**

**Job Title:** Associate Dean for Advanced Nursing Practice

**Department:** Duke School of Nursing, Office of Academic Affairs

**Institution:** Duke University School of Nursing (DUSON)

**Supervisor:** Vice Dean for Academic Affairs

**Occupational Summary:** The Associate Dean for Advanced Nursing Practice (AD-ANP) provides strategic leadership and operational oversight for advanced nursing academic programs (MSN, DNP) at the Duke University School of Nursing. The AD-ANP will collaborate with the directors of the MSN and DNP majors and clinical specialties, the Elected Program Committee members, and various student-focused offices (admissions office, enrollment management office, student success center, student services, clinical placement) to ensure continued success in the advanced nursing practice programs (MSN, PGC, DNP, DNP-NA). Key responsibilities include strategically planning program oversight, innovation and development of evolving competency-based advanced (AACN *Essentials* Level 2 competencies) nursing curriculum that promotes curricular efficiency; recruitment, retention and progression of advanced nursing students; preparing and managing budgets; supervising and mentoring the ANP support staff; and ensuring regulatory compliance with academic program credentialing/certification organizations (i.e. CCNE, COA).

The AD-ANP, in partnership with Faculty Governance Association (FGA) committees, Assistant Deans of Advanced Nursing Clinical Excellence and Advanced Nursing Scholarship, and staff, will collect, analyze, and report outcome data (completion rates, employment rates, certification rates) to ensure full compliance with CCNE benchmarks and expected outcomes outlined in DUSON's Academic Evaluation Plan. The AD-ANP will also collaborate with key stakeholders to foster a positive student experience that results in the successful completion of APRN certification preparation and engagement as alumni.

The AD-ANP will work closely with the Associate Dean of Professional Nursing (PN), the Vice Dean of Academic Affairs, and the faculty to strategically design, implement, and evaluate contemporary, evidenced-informed, student-centric advanced nursing academic programs (considering clinical hour requirements, seamless progression for students to terminal degree and ensuring new competencies are embedded in the curriculum). The AD-ANP will also champion AI integration into daily administrative operations and the teaching-learning environment.

The AD-ANP reports to the Vice Dean for Academic Affairs. This is a full-time appointment with effort allocated as 45% to this administrative role, 45% to teaching, and 10% to

service. This position requires onsite presence in Durham, North Carolina 1-2 days per week.

### **Key Responsibilities & Duties**

#### **Additional Responsibilities:**

- Serve on various DUSON and University committees as assigned.
- Collaborate with student organizations, affinity groups and student organizations to build a sense of community.
- Dissemination and participation in local, state and national professional meetings
- Participate in advanced nursing recruitment events and conferences
- Represent the DUSON at professional meetings and events that inform Advanced Nursing curriculum, programming, credentialing, policies and emerging trends

**Education:** Licensure and professional practice as an advanced practice nurse is required. A graduate degree in nursing is required; a doctoral degree in nursing or related field (education, public health, or related field) is also required. The ability to achieve productive relationships with other administrators, directors, and students and to understand and implement complex University and DUSON academic requirements, policies, and procedures is essential. Certification as an advanced practice registered nurse (NP, NA, CNM, CNE) is required.

**Experience:** Requires 3 to 5 years of experience in an academic nursing environment. Progressive leadership/administrative experience is preferred.

#### **Knowledge/Skills/Abilities:**

- Strong organizational skills.
- Highly effective interpersonal and communication skills, with a particular need for excellent writing ability.
- Demonstrated ability to work effectively under pressure, meet deadlines, exercise sound judgment, and discretion.
- Demonstrated ability to work and communicate well with faculty, students, alumni, administration, and university officials.
- Demonstrated ability to maintain confidentiality of sensitive information.
- Demonstrated problem-solving skills.
- Reasonable technology skills, including knowledge of word processing, spreadsheets, and presentation software.