



RENO, NV

Assistant Dean of Practical Nursing

Pay Rate: \$115,000 - \$125,000 yearly

Date Posted: Friday, November 21, 2025

Deadline: Friday, December 5, 2025

The Role

Our client is looking for a highly motivated and experienced **Assistant Dean of Practical Nursing** to join their Reno, NV campus.

The ideal candidate is a **licensed Registered Nurse in Nevada** with a **Master of Science degree or higher from an accredited college or university that includes coursework in Nursing and Education Administration**.

The candidate must also have 2 years of experience in an administrative position; 2 years of teaching experience in pre- or post-licensure nursing programs; and 2 years of experience as a registered nurse providing direct patient care and/or equivalent experience as determined by the Board. Experience in supervision, planning, budget preparation, and maintenance; demonstrated leadership skills; excellent oral and written communication abilities; and proficiency in computer-based resources are key requirements.

To be successful in this position, the candidate must also be committed to diversity as defined by state law, working effectively with a wide variety of people and institutions. Possessing a leadership style that emphasizes collaboration, teamwork, and facilitation as well as the ability to build consensus among people are highly valued.

Responsibilities

This key leadership position is responsible for supporting the Dean in overseeing the day-to-day operations and strategic development of the practical nursing program.

- Plan, develop, manage, update and evaluate all aspects of the program, including but not limited to all Nursing program budgets.
- Act as the faculty and staff clinical site liaison
- Develop curriculum and implement program compliance with Board rules and regulations
- Conduct site visits

- Write and maintain student advocate program policies as well as procedures for faculty along with student handbooks.
- Meet program objectives.
- Prepare data and other written materials for all required state and Board requirements: reports, proposals, self-studies, surveys and site visits.
- Ensure that all student and faculty records on-site are initiated and maintained in all phases of student academic status.
- Work with Human Resources to maintain the required documentation of faculty and staff qualifications.
- Assist with identifying and obtaining outside resources for the nursing program.
- Develop and implement overall program policies and procedures.
- Organize and serve on program committees.
- Oversee admission process and orientation.
- Write articulation agreements with nearby colleges detailing accepted course equivalents for the purpose of transferring into Eagle Gate, Provo, and the College nursing programs.
- Effectively serve as liaison between community and the college.
- Accept other duties as indicated to ensure consistency and meeting needs of students and programs.
- Develop and ensure that educational partnerships and contracts with clinical sites are initiated and maintained.
- Perform and/or delegate a clinical site evaluation that includes a thorough assessment on the ability of the agency to provide Clinical experience that meets the objectives for application of theory and clinical course objectives. The assessment includes an analysis of risk, hazards and safety of all students, as well as ensuring adequate staffing to handle clinical objectives.
- Meet with specific clinical faculty or agency educational representative to discuss and confirm number of students, faculty assignments, dates, times, clinical rotations, and clinical objectives. Complete and forward BRN clinical approval forms as required prior to initiating clinical rotations.
- Ensure that evaluations by students, clinical sites representatives, and faculty at completion of each clinical rotation and provides summary report to the Dean, Chief Academic Officer, and shares same with Advisory Committee.
- Ensure the minutes of inter-agency meetings are maintained.
- Participate in Nursing faculty recruitment, hiring and orientation.
- Actively participate and or ensure that nursing faculty meetings are conducted on a regular basis, and adequate records and minutes of the meetings are maintained.
- Participate in conflict resolution for faculty and students.
- Initiate and maintain community relationships, advocating for and marketing the program.
- Monitor quality of instruction and participate in faculty and program review, evaluation, and strategic planning.
- Maintain membership and participate in activities of professional associations.

- Interact with other college entities as a representative of nursing interests such as counseling, registration, and financial aid.
- Provide support and degree planning assistance to potential students.
- Provide input and ensure that students are properly oriented to nursing skills lab and clinical facilities prior to initiating clinical rotations.
- Manage student appeals and grievances per policy.
- Participate in the planning and review process for the recruitment and admission of qualified nursing students.
- Advise and provide academic support to nursing students as indicated.
- Assure that all students have completed the necessary documentation and met the requirements for graduation and licensing exams.
- Conduct Nursing Advisory Committee meetings.
- Student performance in program, NCLEX licensing and job placement rates.
- Perform other duties as assigned.
- Comply with all school, state, federal, and related policies and standards.

Physical Requirements

- Must be able to reach overhead or at or below shoulder level
- Standing/Walking: Must be able to stand or walk for extended periods
- Sitting: Must be able to remain in a seated position for extended periods
- Lifting/Carrying: Must be able to lift and carry up to 20 pounds
- Pushing/Pulling: Must be able to push or pull objects

GHR is Northern America's first future-ready yet human-centered talent solutions firm that connects highly qualified job seekers to amazing career opportunities at various organizations. We offer contract, temporary, and permanent placement solutions for hospitality, food and beverage, finance and accounting, engineering, technology, higher education, human resources, marketing and creative, legal, human services, public administration, administrative, and customer support roles.

All applicants applying for U.S. job openings must be legally authorized to work in the United States. GHR is an Equal Opportunity Employer.