



Dean of Nursing, Natural Resources, and Public Service Programs

Administrator 6

Permanent, Full-Time

Minnesota North College is seeking to fill a permanent, full-time Dean of Nursing, Natural Resources, and Public Service Programs.

This position provides academic administrative leadership for the Nursing, Natural Resources, and Public Service programs, faculty, and staff in support of the academic mission of Minnesota North College and Minnesota State Colleges and Universities. The dean advances academic quality, student learning, and student success by leading program and curriculum assessment, supporting HLC accreditation and continuous improvement processes, developing new programs, providing professional development, strengthening regional partnerships, promoting equitable learning outcomes, and fostering academic excellence among assigned faculty and staff.

This position requires occasional travel to Minnesota North College campuses.

Work Location: This position may be located at any of the Minnesota North College campuses.

Work Hours: Monday – Friday; 40 hours per week

Salary Range: \$98,457 - \$157,531

GREAT BENEFITS PACKAGE! Includes low cost medical and dental insurance, employer paid life insurance, short- and long-term disability, pre-tax flexible spending accounts, retirement plan, tax-deferred compensation, generous vacation and sick leave, and one floating holiday and 11 paid holidays each year. Learn more at: <https://mn.gov/mmb/segip/>

Application Procedure:

Candidates with professional or lived experience in engaging diverse communities in their professional career are especially encouraged to apply.

Please upload the following information with your Workday application:

- Cover letter
- A current resume
- A list of three professional references with contact information
- Unofficial copies of academic transcripts and licenses (official will be required at time of hire); Foreign Transcripts will need a Foreign Transcript Evaluation (paid for by the applicant) completed.

<https://www.naces.org/members>

DEADLINE TO APPLY: October 20, 2026 at 12:01 am (10/19/2026 at 11:59 pm)

- **External Applicants:** Applicants not currently employed by Minnesota State can access the [career site](#) to search and apply for jobs, and to check the status of applications. Those applying for a position will be prompted to create a profile in Workday. For assistance, please [contact us](#).
- **Internal Applicants:** All current college system employees will need to log in to the career site in [Workday](#) to apply for a position. Employees may also search for "Browse Jobs - Employees" in Workday via the search bar at the top to view open positions.
 - **To access Jobs Hub:**
 - Log into Workday
 - Open/Add the Jobs Hub app via Menu to browse open job postings, save search criteria for future use, and review your submitted application.

- To apply for a position on Jobs Hub, click on the posting's Apply button, complete the application, and click Submit. By following these steps, you can help maintain data integrity and streamline the hiring process.
- **Please use Job Requisition #: JR0000005893**
 - https://minnstate.wd115.myworkdayjobs.com/Minnesota_State_Careers/job/MNOR---Hibbing-Campus/Dean-of-Nursing--Natural-Resources---Public-Service-Programs---MnSCU-Admin-6_JR0000005893

QUALIFICATIONS:

Minimum Qualifications

- Three (3) years of professional experience in higher education or equivalent experience. A Bachelor's degree may substitute for one (1) year of professional experience; an Associate's degree may substitute for six (6) months of professional experience.
- Strong oral and written communication skills.
- Commitment to diversity and demonstrated ability to work successfully with individuals from diverse backgrounds, including sensitivity to their needs and concerns.
- A valid Minnesota Driver's license.

Preferred Qualifications

- Master's degree in a relevant field.
- Strong commitment to shared governance and faculty development.
- Experience with administering employment or collective bargaining agreements and plans.
- Teaching experience.
- Ability to innovate and lead others through change.
- Ability to manage and effectively allocate college personnel, fiscal resources, and assets.
- Experience with, or knowledge of, post-secondary accreditation and assessment processes.
- Ability to build partnerships with other campuses and colleges.
- Ability to effectively interact with organizations and agencies at the community, state, and national levels, including K-12 partners, advisory boards, business and industry, government, and public and private agencies.
- Experience in planning and organizational development.

For questions regarding this posting, please contact Donna Hoag, HR: donna.hoag@minnesotanorth.edu

Minnesota North College is comprised of six campuses including Hibbing, Itasca, Mesabi Range (Eveleth and Virginia), Rainy River, and Vermilion. Our campuses are rooted in their communities' rich histories of providing access and opportunity to higher education across northern Minnesota for over 100 years. We are committed to our role as leaders in education, partnering with local schools, business and industry, and government to create opportunities for students and the region.

We look forward to continuing to serve our students, employees, and communities long into the future, and we hope you choose to *Head North* and join us as an employee for Minnesota North College!

Minnesota North College recognizes and values the importance of diversity and inclusion in enriching the employment experience of its employees and in supporting the academic mission. MN North is committed to attracting and retaining employees with varying identities and backgrounds.

Minnesota State Colleges and Universities, along with Minnesota North College, is an Equal Opportunity employer/educator committed to the principles of diversity. We prohibit discrimination against qualified individuals based on their race, sex, color, creed, religion, age, national origin, disability, protected veteran status, marital status, status with regard to public assistance, sexual orientation, gender identity, gender expression, or membership in a local commission as defined by law. As an affirmative action employer, we encourage applications from women, minorities, persons with disabilities and individuals with protected veteran status. All applicants must be able to lawfully accept employment in the United States at the time of employment. This document can be made available in alternative formats such as large print, Braille or audio tape by calling Charlotte Peterson, Vice President of Human Resources (218) 550-2502. Affirmative Action/Equal Opportunity Employer, Veteran Friendly.

Minnesota North College
Administrator Position Description

ADMINISTRATIVE TITLE: Dean of Nursing, Natural Resources, and Public Service Programs	
NAME OF ADMINISTRATOR:	
RANGE ASSIGNMENT: 6	POSITION CONTROL NUMBER:

POSITION PURPOSE:

This position provides academic administrative leadership for the Nursing, Natural Resources, and Public Service programs, faculty, and staff in support of the academic mission of Minnesota North College and Minnesota State Colleges and Universities. The dean advances academic quality, student learning, and student success by leading program and curriculum assessment, supporting HLC accreditation and continuous improvement processes, developing new programs, providing professional development, strengthening regional partnerships, promoting equitable learning outcomes, and fostering academic excellence among assigned faculty and staff.

Signature of Employee

Date

Signature of Supervisor

Date

CHARACTERISTIC DUTIES AND RESPONSIBILITIES:

1. Provide academic leadership for assigned programs, faculty, and staff, including program development and revision, curriculum and assessment processes, accreditation activities, instructional planning, fiscal oversight, faculty consultation, regional partnerships, and continuous improvement in support of student learning and institutional priorities.
 - a) Explore and lead the development, revision, and evaluation of courses and programs to ensure curriculum remains responsive to student needs, transfer expectations, workforce needs, and institutional priorities.
 - b) Develop, recommend, interpret, and administer academic policies and procedures to ensure compliance with Minnesota State Colleges and Universities policies and applicable institutional expectations.
 - c) Lead faculty engagement with program accreditation and HLC accreditation processes, including maintaining records and reports and contributing technical writing for assurance arguments and related accreditation materials.
 - d) Strengthen, coordinate, and institutionalize assessment processes within assigned academic programs to support continuous improvement, student learning, and academic quality.
 - e) Assist in the design, collection, analysis, and use of instructional research, and respond to Minnesota State Colleges and Universities and outside agency requests for related information.
 - f) Research, evaluate, and promote instructional delivery systems, intelligent agents, and artificial intelligence tools that support teaching effectiveness, student access, academic program quality, and responsible innovation.

- g) Consult with faculty to determine instructional resources, support needs, and professional development priorities as part of program and faculty review processes.
- h) Provide leadership for developmental education and related academic support strategies connected to assigned academic programs.
- i) Promote cooperation and partnership with area high schools, businesses, other colleges, universities, and regional stakeholders to support academic pathways, transfer opportunities, and workforce alignment.
- j) Support academic programming related to dual enrollment, Applied Learning Institute initiatives, career pathways, and other regional education and talent development efforts.
- k) Promote and organize the solicitation of grants from governmental and private sources to support new program development, program redevelopment, innovation, and continuous improvement.
- l) Establish and maintain cooperative and productive relationships with constituency groups and faculty committees. Work with college faculty on recommendations for course offerings, section numbers, class days and times, and individual course assignment preferences. Work with the academic coordinator to develop course schedules each academic term and facilitate resolution of scheduling conflicts.
- m) Ensure timely dissemination of academic information, updates, and expectations to faculty.
- n) Maintain knowledge of current curricular requirements, trends, and initiatives at the college, Minnesota State, state, and national levels, including the Minnesota Transfer Curriculum, and recommend curricular changes as needed.
- o) Monitor instructional and program expenditures within approved allocations for each academic and program area. Approve purchase orders, travel, and faculty development expenditures. Oversee program and instructional activity accounts, including both personnel and non-personnel expenses.
- p) Respond to student petitions, complaints, and appeals within program areas.

Percent of Time: 60%

2. Supervise assigned faculty and academic-related ancillary staff.

- a) Work collaboratively with faculty to assign courses and related work assignments.
- b) Administer the terms of the faculty employment contract.
- c) Champion and support faculty and staff through coaching and formal evaluations.
- d) Review and approve professional development plans for faculty and assigned staff, including probationary and ongoing professional development plans; update and review plans as appropriate.
- e) Grow faculty leadership capacity.
- f) Respond to faculty concerns, complaints, and grievances.
- g) Reward and/or discipline faculty as appropriate.
- h) Assign and supervise all academic-related ancillary staff.
- i) Make hiring recommendations to the Vice President of Academic and Student Affairs.
- j) Ensure the College's commitment to equity, diversity, and inclusion is reflected in staffing decisions and in the content of instructional programs and courses.
- k) Maintain productive relationships with administrators, faculty, staff, system office staff, and other Minnesota State Colleges and Universities academic officers.
- l) Approve and monitor leave requests and timesheets for faculty and assigned staff.

Percent of Time: 10%

3. Campus and/or Regional Academic Leadership Role. Depending on the individual's home campus and academic program responsibilities, this position serves in a campus and community leadership role and/or provides regional college leadership for specific areas of academic and student programming.

Percent of Time: 10%

4. Participate in college governance and serve on college and Minnesota State working groups as assigned.
 - a) Serve as advisor to the VP of Academic and Student Affairs.
 - b) Participate in college and regional initiatives.
 - c) Provide leadership in the Shared Governance Council and Academic Affairs and Standards Council.

Percent of Time: 10%

5. Other duties as assigned.
 - a) Promote the College as an active participant in the area's workforce and economic development.
 - b) Serve on assigned advisory boards.
 - c) Participate in College strategic planning.

Percent of Time: 10%

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- A valid Minnesota Driver's license.

Preferred Qualifications:

- Master's degree in a relevant field.
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- Teaching experience.
- Ability to innovate and lead others through change.
- Ability to manage and effectively allocate college personnel, fiscal resources, and assets.
- Experience with, or knowledge of, post-secondary accreditation and assessment processes.
- Ability to build partnerships with other campuses and colleges.
- Ability to effectively interact with organizations and agencies at the community, state, and national levels, including K-12 partners, advisory boards, business and industry, government, and public and private agencies.
- Experience in planning and organizational development.

PROBLEM SOLVING

The Dean of Academics is complex, ever changing, and a regulation driven department. Student concerns and dissatisfaction, due to the lack of resources, is an ongoing trial and at times a volatile situation that must be dealt with patience, knowledge and understanding by the dean. It is critical to solve problems daily. Checking systems, student awards, and administrative concerns are frequent occurrences, and the ability to make independent decisions to remain in compliance is essential. The incumbent must have excellent problem solving, communication, human relations skills, and a wide range of technical skills to be successful. The position requires careful monitoring of results to ensure that they accurately reflect data gathered. An ability to identify unusual or unexpected results is required.

FREEDOM TO ACT

Budget: This position is responsible for a budget of approximately \$6.5M depending upon program areas assigned.

Decision(s) Position Makes and Decision(s) Referred to Higher Authority

The Dean must monitor and maintain communication with the Administration regarding funding levels. The incumbent will be expected to fulfill the assigned responsibilities of this position independently, under broad guidance and direction from the Vice President of Academic and Student Affairs.

All employees must comply with department and institution procedures and policies, Minnesota State policies and procedures, as well as local, state and federal laws, regulations, guidelines and business and industry standards.

Minnesota State Colleges and Universities is an EO/AA/Vet/Disability employer/educator committed to the principles of diversity.