Rhode Island Nursing Education Center (RINEC)
Position Description

TITLE: Executive Director, Nursing Education Center Administration
DIVISION: Office of the Postsecondary Commissioner
REPORTS TO: Commissioner of Postsecondary Education
GRADE: 16
SUPERVISES: Managerial, technical, and support staff

BASIC FUNCTION:
Provide executive financial and operational leadership to support the mission of the Rhode Island Nursing Education Center (RINEC).

ESSENTIAL DUTIES AND RESPONSIBILITIES:
Administrative
- Oversee RINEC support staff including supervision, hiring, dismissal, disciplinary actions, scheduling, payroll and other duties as may be required.
- Supervise the Manager of Technical Services, Manager of Education Simulation Services, Business Manager and Administrative Coordinator. Ensure effective operations of all RINEC equipment.
- Work closely with the Deans and the NEC Management Committee in the development, implementation and evaluation of the strategic plan including short-, intermediate- and long-term teaching, research, outreach and revenue generating goals for RINEC.
- In coordination with the academic Deans and institutions, ensure that the annual budget is submitted to the Commissioner for approval and recommendation to the Council on Postsecondary Education and that the submission reflects the RINEC strategic plan.
- Work closely with the Deans to identify any special projects that will contribute to the fulfilling of the RINEC mission.
- Serve as liaison to nursing faculty and program staff at both Rhode Island College (RIC) and the University of Rhode Island (URI).
- Facilitate identification and application of both public and private agency funding opportunities and other partnerships in support of growth and innovation of RINEC.
- Facilitate the development of curriculum education materials with RINEC support staff and nursing programs' faculty.
- Oversee facilitation of simulation activities of RINEC and both nursing programs.
- Assume responsibility for accreditation process relating to RINEC.
- Develop and implement reporting structure for evaluation of RINEC in comparison to its mission statement, goals and objectives.
- Continuously assess business and human resource operations of RINEC and implement appropriate modifications that enhance effectiveness and efficiencies.
- Initiate meetings and liaise with outside vendors, companies, and corporations.
- Explore and develop appropriate use of the RINEC facility with outside entities and report annually on the usage of RINEC along with the availability of space for external use.
• Communicate and collaborate with hospital personnel, administrators, community and professional leaders to plan, promote, and evaluate the work of RINEC.
• In coordination with the academic Deans, manage the day-to-day business operations, contract management and financial reporting.
• Work with the Deans and the NEC Management Committee in the development of revenue generating goals of RINEC.
• Provide oversight of development of fee structure for use of the RINEC facility.
• Promote cost effectiveness and efficiencies through strategic financial planning.

OTHER DUTIES AND RESPONSIBILITIES: Perform related duties as assigned.

LICENSES, TOOLS AND EQUIPMENT: Personal computers, printers, Microsoft Office Suite (Word, Excel, Access, PowerPoint, Outlook), web-based systems and database management and enterprise systems (e.g., PeopleSoft).

ENVIRONMENTAL CONDITIONS: This position is not substantially exposed to adverse environmental conditions.

QUALIFICATIONS:

REQUIRED: Bachelor’s degree business, public administration, or other related field; five years of demonstrated progressively responsible management-level experience; demonstrated leadership experience in strategic planning, policy development, forecasting, resource analysis, and budgeting, demonstrated experience developing and implementing administrative and financial policies and procedures; ability to articulate financial and operational issues to diverse constituencies; ability to work with multiple healthcare professionals; ability to work independently and reliably; experience in higher education and financial systems; knowledge of grants management; strong written and oral communication skills; demonstrated ability to work independently and resolve problems; ability to organize, coordinate and supervise staff; demonstrated skills utilizing spreadsheets, database management and enterprise software; knowledge of current management practices, including budgets, financial planning, accounting, internal controls, and human resources.

PREFERRED: Master’s degree with a specialization in business, public administration or other related field; experience in healthcare industry in a higher educational setting; experience using PeopleSoft software including student, human resource and financials modules; experience in complex financial systems; experience in grant development and management.

POSITION REQUIRES NON-STANDARD WORK HOURS.

ALL REQUIREMENTS ARE SUBJECT TO POSSIBLE MODIFICATION TO REASONABLY ACCOMMODATE INDIVIDUALS WITH DISABILITIES.

Review of applications will begin immediately and will continue until the position is filled.
Applications may be submitted directly to:

The RI NEC Executive Director Search Committee