



RIDGEWATER

COLLEGE

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Ridgewater College Posting
A Minnesota State College

Dean of Instruction – Nursing and Allied Health

Full-Time, Unlimited Vacancy Notice

Posting Date: 8/25/2026

Classification: MnSCU Excluded Administrator – Range 6

Campus: Hutchinson or Willmar (*selected upon hire*)

Labor Plan: Personnel Plan for Minnesota State Colleges and Universities Administrators

Employment Condition: Full Time, Unlimited

Classified Status: Unclassified

Work Schedule: Monday – Friday (8:00am-4:30pm)

Travel Required: Yes, 30% - *travel between our Hutchinson and Willmar campus*

Anticipated Hiring Wage: \$98,457- \$110,000 (dependent on experience and internal equity)

Salary Range: \$96,056 - \$153,689

Minimum	Midpoint	Delegation Limit	Q3	Maximum
\$96,056	\$124,307	\$134,478	\$138,998	\$153,689

PCN: 00798616

Job Summary

To provide leadership, supervision, and administration for instructional programs and related support staff on the Willmar and Hutchinson campuses across all instructional modalities of Ridgewater College.

Characteristic Duties and Responsibilities:

1. **Develop, Lead, and Coordinate:** Curriculum and program research, development, review, and assessment across on-campus, hybrid/blended, and online modalities; academic year (i.e., fall, spring, summer) course schedules and faculty loads; nurse tutoring services, fostering innovation and alignment with academic goals; supervise and evaluate instructional programs and courses in collaboration with assessment and program review committees; provide leadership to faculty for the evaluation of student outcomes and the use of data to improve programs; coordinate the academic program review process, ensuring the quality and timely submission of reviews; partnership programs, projects, and initiatives within the community, region, and Minnesota State system; community outreach with external stakeholders; coordinate program specialty accreditation processes.

WILLMAR CAMPUS

2101 15th Ave NW

Willmar, MN 56201

320-222-5200 | 1-800-722-1151

FAX 320-222-5212

HUTCHINSON CAMPUS

2 Century Ave SE

Hutchinson, MN 55350

320-234-8500 | 1-800-722-1151

FAX 320-234-8512

www.ridgewater.edu

A member of Minnesota State.

Ridgewater College is an affirmative action, equal opportunity employer and educator.
This document is available in alternative formats to individuals with disabilities upon request.

2. **Student Retention and Completion:** Lead and coordinate college wide activities and initiatives focused on student retention and completion (e.g., see item 1 above), including engagement with faculty and staff to further such efforts; engage in collaborative work to develop new programs and/or revise existing programs and course delivery with specific focus on supporting the College's Strategic Enrollment Management efforts.
3. **Recruit, Hire, Onboard, Lead, and Develop Faculty and Staff:** Conduct routine/scheduled evaluations; guide and support faculty professional development plans and related activities; review and process employee leave requests (i.e., personal days, sick days) and time reporting (where applicable); provide feedback for applicable faculty sabbatical proposals and reports; understand and adhere to terms of respective Collective Bargaining Agreements (e.g., MSCF, AFSCME).
4. **Fiscal Management:** Plan, develop, and manage department budgets in collaboration with Vice President of Finance and Operations and in alignment with college mission, vision, and goals; seek out grant opportunities; administer grants and related activities as appropriate.
5. **Organizational Leadership:** Provide leadership aligned with mission, vision, and goals of the division and Ridgewater College; work with faculty and the Director of Marketing and Outreach to identify areas for focused promotion to increase enrollment; collaborate with Enrollment and Advancement staff on enrollment related initiatives and issues; lead or serve on faculty/staff hiring committees as appointed by the President; serve on various college committees, workgroups, and related bodies; assist in development and implementation of college policies; administer College and Minnesota State policies and procedures; represent Ridgewater College at local, regional, state, and national meetings as requested by the Vice President of Academic Affairs.
6. **Other Administrative Duties:** Address student and/or faculty/staff concerns within the division; review and process student requests for atypical course additions/withdrawals; perform other duties as assigned to ensure academic and operational excellence while upholding a positive reputation of the College among external stakeholders.

Minimum Qualifications *(required skills to enter the job; must be identified on application materials)*

Education:

- Master's degree in nursing.

Professional Licensure/Certification:

- Unencumbered Minnesota RN license at time of hire

- Type and Length of Experience: 3-5 years of experience in Nursing Education

Other:

- Demonstrate knowledge of and interest in diverse cultures and populations
- Experience in college level classroom teaching
- Experience in activities that support continuous improvement across the college
- Evidence of interpersonal communication, human relations, conflict resolution and problem-solving skills
- Ability to travel
- Must have a valid driver's license

Preferred Qualifications *(desired but not required)*

Education:

- Graduate degree in Nursing with an education concentration and/or Certified Nurse Educator
- Doctoral Degree

Experience:

- Program specialty accreditation processes
- Supervisory experience in a union environment
- Previous experience as an administrator in a college or university, preferable within the Minnesota State System
- Understanding of and commitment to the mission of a comprehensive community college
- Collaborative leadership style
- Experience with a variety of pedagogical and technological educational delivery methods

How to Apply

Apply online at: https://minnstate.wd115.myworkdayjobs.com/Minnesota_State_Careers/job/RIDG---Willmar-Campus/Dean-of-Instruction---Nursing---Allied-Health---MnSCU-Admin-6_JR0000005601

Online application deadline is 11:59PM on August 15, 2026.

Applications Must Include:

- Cover Letter / Letter of Interest addressing the position qualifications
- Resume
- Unofficial copy of transcripts

Why Work For Us

GREAT BENEFITS PACKAGE! Minnesota State offers a comprehensive benefits package including:

- 11 paid holidays each year
- Medical Insurance (Single Coverage \$48.94 per month and Family Coverage is \$333.91 per month)
- Dental Insurance (low deductibles; single coverage \$14.50 per month and family coverage is \$61.86 per month)
- Paid Parental Leave (six weeks)
- Employer paid life insurance
- Short and Long Term Disability
- Pre-tax Flexible Spending Accounts (Medical and Dependent Care)
- Retirement Plan
- Tax-deferred Compensation
- Generous vacation and sick leave

Additional Requirements

In accordance with the Minnesota State Colleges & Universities (MnSCU) Vehicle Fleet Safety Program, employees driving on college/university business who use a rental or state vehicle shall be required to conform to MnSCU's vehicle use criteria and consent to a Motor Vehicle Records check.

Other Information

Employment information for this position can be found in its collective bargaining agreement or its plan document at <http://mn.gov/mmb/employee-relations/labor-relations/Labor/>.

Contact

If you have questions about the position, contact Felicia Telecky at Felicia.telecky@ridgewater.edu or at 320-234-8534.

Institution Information

MISSION: Ridgewater College empowers diverse learners to reach their full potential and enrich their lives through personalized and relevant education in an accessible, supportive, and inclusive environment.

VISION: Ridgewater College is a student-centered educational leader focused on innovation, excellence and affordability.

GUIDING PRINCIPLES:

- Enterprising - We are future-focused, and change-oriented, developing creative solutions to challenges that maximize our institutional, system and local resources.
- Empowerment – We develop and empower employees to make decisions to best serve students and stakeholders.
- Excellence – We strive to exceed expectations in all that we do.

- Diversity, Equity, and Inclusion – We seek to understand and appreciate the needs and experiences of every individual and actively work to provide genuine opportunities for everyone to succeed and participate in college activities and processes.
- Trust and Respect – We are committed to developing a culture based in processes and behavior that create trust and respect among all stakeholders.
- Collaboration – We connect and work together to achieve common goals while respecting needs and interests of stakeholders.
- Curiosity and Creativity – We constantly strive to understand, learn, change, and improve.
- Accountability – As individuals and groups, we willingly accept and take ownership of our successes and failures.

Equal Employment Opportunity

In the vacancy notice section under Equal Employment Opportunity will you change it to this: Ridgewater 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 actively seek and encourage applications from women, minorities, persons with disabilities, and individuals with protected veteran status.

Reasonable accommodations will be made to all qualified applicants with disabilities. If you are an individual with a disability who needs assistance or cannot access the online job application system, please contact the human resources representative at (320) 234-8534 or email felicia.telecky@ridgewater.edu. Please indicate what assistance is needed.