

## ACADEMIC ADMINISTRATOR

# SHORT ADVERTISEMENT COPY

### Sample

◆ \*required info

◆ (optional)

\*General info about the position

(Degree of specificity)

\*Required Qualifications

\*Desired Qualifications

\*Application deadline

\*Material required to become an applicant

\*Address to send applications/nominations

\*Federally required equal opportunity statement

### Arizona State University Dean College of Nursing

Arizona State University invites nominations and applications for the Dean, College of Nursing. The Dean will develop a strategy to direct the future development of the College that includes enhancing the research profile and nurse-managed clinics, developing a nursing doctoral program, and adding to investments in the College. See <http://nursing.asu.edu> for additional information about the College of Nursing.

The successful candidate must possess an academic or professional record that merits appointment as a professor with tenure, a doctoral degree, and one graduate degree in Nursing; be eligible for licensure as an RN in Arizona; and have a demonstrated commitment to excellence in research as well as graduate and undergraduate instruction.

Demonstrated leadership, organizational and management experience; effective written communication skills; proficiency in budgeting and resource management; demonstrated experience working in shared governance with faculty, staff, students, and administrators; experience facilitating external funding; and demonstrated knowledge of institutional perspectives on academic programs are desired.

Deadline is 2/13/04; if not filled, weekly thereafter until search closed.

Send nominations and applications (including letter highlighting important qualifications and basis of interest in the position and CV) to:

College of Nursing Dean's Search Committee, c/o Office of the Executive Vice President and Provost, Arizona State University, PO Box 872803, Tempe, AZ 85287-2803.

Arizona State University is an equal opportunity/affirmative action employer. Women and minorities are encouraged to apply. (For electronic advertisements please create a hyperlink from this statement to ASU's complete non-discrimination statement at: <https://www.asu.edu/titleIX/>.)