

# Assistant Director Executive MBA and MSQM Online Programs, Fuqua School of Business

Requisition Number: 241289

Duke University was created in 1924 through an indenture of trust by James Buchanan Duke. Today, Duke is regarded as one of America's leading research universities. Located in Durham, North Carolina, Duke is positioned in the heart of the Research Triangle, which is ranked annually as one of the best places in the country to work and live. Duke has more than 15,000 students who study and conduct research in its 10 undergraduate, graduate and professional schools. With about 40,000 employees, Duke is the third largest private employer in North Carolina, and it now has international programs in more than 150 countries.

## Assistant Director Executive MBA and MSQM Online Programs

### Overview

The Assistant Director of Executive MBA & MSQM Online Programs will work as a project team leader or co-leader, providing operational direction for programs within the Fuqua School's portfolio of Executive MBA & MSQM Online Programs (The Duke MBA—Weekend Executive, The Duke MBA—Global Executive, MSQM: Business Analytics, MSQM: Health Analytics and Accelerated MSQM: Business Analytics (collectively the Working Professionals Programs Team). Working under the direction of **Working Professional Programs** senior leadership (Deans and Directors), the Assistant Director will help design and direct program events and activities that comprise Fuqua's Executive MBA & MSQM programs, apart from specific course content delivered by faculty. Assistant Directors supervise all aspects of program delivery in support of teaching faculty and students, from the time of matriculation through graduation.

### Specific Responsibilities

#### Strategic Direction

The Assistant Director, Executive MBA and MSQM Programs, continuously seeks ways to improve Fuqua's portfolio of Executive MBA & MSQM programs by suggesting and implementing new processes, procedures, tools and resources and initiating new and improved programming events.

#### Tactical Implementation

Executive MBA & MSQM Programs Assistant Director works in conjunction with all members of the Working Professionals programs team and other departments within Fuqua to ensure the successful implementation of Fuqua's Executive MBA & MSQM Programs, consistent with the strategies outlined by Fuqua's senior leadership. In the tactical implementation of their

responsibilities, the Assistant Director is responsible for the day-to-day operations of their assigned program and works closely with other team members in executing all aspects of their work. Assistant Director responsibilities will include some of the following, depending upon an Assistant Director's specific assignment.

*Examples of tasks and responsibilities:*

The Assistant Director is responsible for the tactical implementation of his/her primary assigned programs, along with continuous improvement of program operations.

Examples:

- Ensure a smooth transition between admitted applicants and matriculation.
- Maintain a physical presence when the students are in residence.
- Monitor the flow of information within the program.
- Manage interactions with meeting planners to ensure all logistics are scheduled appropriately.
- Develop contingency plans for on-site changes and crises.
- Create short-and long-term scheduling plans for the program.
- Develop and maintain positive relationships with student leaders. Oversee elections of class representatives, judicial board representatives, and other elected student leadership positions.

Working in conjunction with Fuqua's senior leadership, Working Professional programs leadership, and Regional Directors of Fuqua's globally distributed teams, plans all program activities in each residency location.

Design and implement orientation programs with a focus on successfully orienting students to The Duke MBA/MSQM environment, building strong cohorts and teams for the completion of program work, and creating a strong attachment to Duke University and The Fuqua School of Business. This individual will focus more on strategic program delivery and problem solving vs. innovation, with a keen eye toward Continuous Quality Improvement.

Work closely with faculty members to design and deliver 10-12 global immersion experiences while on residency, if applicable.

- Design and implement team building and team changeover events.
- Help design and implement graduations and related celebrations.
- Design and implement partner visits and events.
- Work with the Career Management Center to define, develop, and implement a series of Career Management Center offerings to meet the specific needs for Fuqua's Executive MBA & MSQM programs.
- As appropriate for each program, assist in the identification of guest speakers, corporate tours, and regional engagement activities.
- Assist in the planning of city tours and special events, if applicable.

- In addition, Assistant Directors are required to manage/lead special projects throughout an academic cycle, such as update incoming cohort Canvas pages or/and managing Concentrations.

#### Budgetary Responsibilities

The Assistant Director will be responsible for managing individual project budgets (related to specific Executive MBA or MSQM events within their area of responsibility), ensuring the successful implementation of projects, while staying within budgets allocated by the school.

#### Position Qualifications

Four to six years of project management, business, or educational administration experience, with significant background in managing complex projects. Interest in international travel preferred. Experience with diverse populations in a business or higher education setting is desired. The successful candidate will be a person with a high level of maturity and confidence. The ability to handle multiple priorities in an independent manner is essential. Strong computer skills required. Superior written and verbal communication skills are foundational in representing the Fuqua School to our constituencies. Likewise, outstanding attention to detail is a critical aspect of the required skill set, given Fuqua's commitment to delivering a world class, end-to-end experience for our students and constituencies. Regular evening and weekend work required consistent with program assignment, employee must be able to work a few evenings and/or weekend days each month. International travel may eventually be required. Must be willing to engage with students both in-person and virtually.

#### Educational Qualifications

Bachelor's degree required. Masters in higher education administration, international studies or a business discipline preferred.

#### Minimum Qualifications

##### Education

Work requires analytical, communications and organizational skills generally acquired through completion of a bachelor's degree program.

##### Experience

Work generally requires two years' experience in personnel, college or university administration, or a related field to acquire skills necessary to provide program management, advising and general administrative support or an equivalent combination of education and relevant experience.

**Duke is an Affirmative Action/Equal Opportunity Employer committed to providing employment opportunity without regard to an individual's age, color, disability, gender, gender expression, gender identity, genetic information, national origin, race, religion, sex, sexual orientation, or veteran status.**

**Duke aspires to create a community built on collaboration, innovation, creativity, and belonging. Our collective success depends on the robust exchange of ideas—an exchange that is best when the rich diversity of our perspectives, backgrounds, and experiences flourishes. To achieve this exchange, it is essential that all members of the community feel secure and welcome, that the contributions of all individuals are respected, and that all voices are heard. All members of our community have a responsibility to uphold these values.**

**Essential Physical Job Functions: Certain jobs at Duke University and Duke University Health System may include essential job functions that require specific physical and/or mental abilities. Additional information and provision for requests for reasonable accommodation will be provided by each hiring department.**