



POSITION ANNOUNCEMENT

Position Title: Director of Executive Education Programs

Summary:

The Director of Executive Education Programs oversees delivery of the Seidman executive education program and specialized/customized postbaccalaureate programs. This position also provides input on all Seidman graduate programs.

Required Qualifications and Education:

- Master's degree in business or related area
- 5-7 years of experience with increasing responsibility including budgeting and program management
- Demonstrated skill in developing client relationships
- Demonstrated experience with managing individuals and teams
- This position requires a flexible work schedule to include most Saturdays and occasional travel outside of West Michigan.

Preferred Qualifications and Education:

- MBA preferred
- Higher education experience preferred

Responsibilities – Essential Functions:

- *Maintain and strengthen strategic relationships* with community and business partners as it relates to graduate education at Seidman. Provide input from these stakeholder groups to inform curriculum changes and/or program additions.
- *Promote* all Seidman graduate programs, both current (e.g. EMBA, MBA, and customized postbaccalaureate offerings) and future, in response to talent development needs of area businesses, and ensure that enrollment targets are met while maintaining program quality.
- *Plan, manage and implement* the EMBA and specialized/customized post-baccalaureate programs. Among these responsibilities are: identifying faculty for program delivery, coordinating faculty and staff in the delivery of content, developing and managing a budget, and ensuring excellent customer service.
- *Ensure continuous improvement* of programs and adherence to AACSB accreditation standards in collaboration with the Seidman Academic Director for Graduate Programs. This includes implementing outcome assessment protocols, reporting on findings, and recommending improvements.
- Work collaboratively with Seidman administration in areas of enrollment management, scheduling, advising and refinement of policies and procedures.

Responsibilities – Non-Essential Functions:

- Teach in programs where skills and expertise align with curriculum

Salary: Commensurate with experience

Department/Division: Seidman College of Business

Campus: Pew Campus

How To Apply: Apply online at jobs.gvsu.edu and select "Apply now". A cover letter and resume are required. The online application will allow you to attach these documents electronically. On the application, you will be required to provide names, phone numbers, and e-mail addresses for three professional references. If you have questions or need assistance, call Human Resources at 616-331-2215.

Application Deadline Date: June 29, 2018

Allendale, Michigan 49401 - (616) 331-5000

For more information about Grand Valley, see our website at www.gvsu.edu

Grand Valley State University is an EOE which includes protected veterans and individuals with disabilities. See <http://www.gvsu.edu/affirmative/>. TDD Callers: Call Michigan Relay Center 1-800-649-3777.