



POSITION ANNOUNCEMENT

Position Title: Director of Executive and Corporate Education

Ad Summary: The Director of Executive and Corporate Education provides the vision, planning, and management to support sustained growth of the Grand Valley State University, Seidman College of Business Executive and Corporate Education Programs, including Executive format MBA programs, corporate training, credit, and non-credit badges, and certificates. Key responsibilities include establishing and implementing strategic plans for public and proprietary programs that align with the plans, goals, and culture of the College and the University.

Required Qualifications and Education:

- Demonstrated experience building and maintaining effective relationships with senior executives
- Demonstrated ability to recruit learners and corporate partners
- Executive teaching and/or training experience
- Experience designing and implementing executive education and/or corporate training
- Experience supervising operational staff
- Excellent written, presentation, and oral communication skills
- Master's degree or higher

Preferred Qualifications and Education:

- 10 years of work experience relevant to job requirements
- MBA, Executive MBA, or Master's degree in a similar field
- Terminal degree

Responsibilities – Essential Functions:

- In collaboration with **Academic Leadership**, provide strategic management oversight to a portfolio of graduate program offerings, trainings, and other non-credit programs for the college based on a thorough understanding of the markets we serve.
- Identifies, initiates, and grows key relationships outside of Seidman (e.g. organizations, partnerships, instructors) to inform the Seidman offering and yield a pipeline of diverse learners for the EMBA, training and non-credit offerings.
- In conjunction with **Academic Leadership and Faculty**, oversee the curriculum process, structure development, and customization and corporate partnership of the Executive and Corporate Education Programs.
- Research, design, develop proposals, secure approvals, staff, and market **Executive and Corporate Education Programs**.
- Develop and execute recruiting and marketing strategy and tactics for public Executive and Corporate Education Programs in order to meet enrollment goals.

- Work with learners to monitor academic and other programming needs.
- Develop community and campus events and represent Seidman College at external events interacting with prospective learners, Seidman alumni, advisory board members, and major employers in the communities we serve.
- Accountable for day-to-day operations of the EMBA and Corporate Education programs working with Seidman and GVSU faculty and staff to ensure a top-notch and responsive program.
- Serves as a member of the Seidman Graduate Programs Committee.
- May have teaching responsibilities as part of role.
- Performs other duties as required/assigned.

Salary: Competitive salary with excellent benefits package (www.gvsu.edu/hro).

Department/Division: For details about Seidman College of Business visit www.gvsu.edu/seidman

Campus: Robert C. Pew Grand Rapids Campus

How to Apply: Apply online at jobs.gvsu.edu To be considered, applicants must upload the following (in PDF format) to the online application:

- 1) Cover letter
- 2) Curriculum vitae
- 3) Unofficial transcript of your highest degree

On the application, you will be required to provide names, phone numbers, and e-mail addresses for three professional references.

Applicants selected for interviews will be required to submit official transcripts prior to the interview.

If you have questions or need assistance, call Human Resources at 616-331-2215. Questions about this position may be directed to the Search Committee Chair: Dr. Aaron Lowen (lowena@gvsu.edu or 616-331-7441).

Application Deadline: Consideration of applications will begin immediately. Please submit by **January 4, 2022**, to assure full consideration. The position may be closed at any time at the discretion of the University.

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 at 711 (in State) or 1-800-833-7833 (out of State)