

Assistant Dean, MBA and Specialty Masters Programs - 30837-1A

Job Opening ID: 30837

Reports To: Associate Dean

Working Title: Assistant Dean, MBA and Specialty Masters Programs

Department: Merage/Deans Office

Bargaining Unit: 99

FLSA: Exempt

Payroll Job Code: 000304

Job Location: UCI Campus- Irvine

Percent of Time: 100%

Work Schedule: 8-5, M-F

Employee Class: Career

Position Summary:

Agility is key to survival in our rapidly changing global economy. The Merage School develops and equips leaders with critical business and leadership skills needed to succeed through programs that are continually adapted to address the ever-changing social, technological and economic opportunities and challenges in our digitally driven world. We offer MBA programs, Specialty Masters programs, MS in Biotechnology Management, MS in Engineering Management, PhD, and undergraduate business degrees that focus on creative and critical thinking skills, strategic decision-making, leadership, innovation, and collaboration through in-class and on-site experiences with real-world business problems. While the Merage School is relatively young, it has quickly grown to consistently rank among the top 5% of all AACSB-accredited programs through exceptional student recruitment, world-class faculty, a strong alumni network and close relationships with both individual business executives and global corporations. We combine the academic strengths and best traditions of the University of California with the cutting-edge, entrepreneurial spirit of Orange County in the heart of Southern California's Tech Coast. The MBA and Specialty Masters Programs units consists of professional staff who work directly with students from admittance through graduation. There are three MBA Programs (State-supported Full-Time MBA, and self-supporting Fully Employed MBA and MBA for Executives) and four self-supporting Specialty Masters Programs (Master of Finance, Master of Innovation and Entrepreneurship, Master of Professional Accountancy and Master of Science in Business Analytics). In addition, this role also oversees the Master of Science in Biotech Management program in tandem with leaders from the School of Biological Sciences. The quality of the student body and delivery of the program are critical to the success of the Merage School.

Under the direction of the Associate Dean, Masters Programs, with dotted line accountability to the Dean, and in association with the Specialty Masters Program Faculty Directors, manages the organization-wide graduate admissions and program services functions for a portfolio of state-supported and self-supporting Masters Programs. Initiates policy and changes in procedure to meet Academic Senate goals. Advises senior management on outreach, admissions and rankings strategy that will impact organization. Manages program administrative budgets and financial performance metrics for self-supporting programs in line with goals established by the Dean. Represents the graduate admissions programs internally and externally.

Compensation Range:

Commensurate with experience

Department Website:

<https://merage.uci.edu/>

Required:

At least 5 years of demonstrated experience developing and implementing strategic plans to create and continually improve programs.

MBA, Master's or comparable degree in business or a related area and / or equivalent experience / training. Expert knowledge of admissions, student advising and program delivery. Thorough knowledge of the elements of successful MBA and graduate management programs and curriculum, and trends and emerging issues in GME. Advanced knowledge of University processes, protocols, and procedures for budget, financial performance, account, and fund management. Knowledge of human resource management, professional development and personnel policy. Strong understanding of University rules and regulations. Knowledge of financial analysis and reporting techniques. Knowledge of risk management planning. Skills in conflict management, complex problem-solving, and resource and time management. Creativity and originality in problem-solving. Ability to work collaboratively with other campus entities. Skills in monitoring people, processes, or services for evaluation and improvement. Leadership and management skills to motivate, direct and develop staff efforts. Skills in project management. Ability to act persuasively and tactfully in politically nuanced situations. Strong leadership skills.

Final candidate subject to background check. As a federal contractor, UC Irvine is required to use E-Verify to confirm the work status of individuals assigned to perform substantial work under certain federal contracts/subcontracts.

The University of California, Irvine is an Equal Opportunity/Affirmative Action Employer advancing inclusive excellence. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability, age, protected veteran status, or other protected categories covered by the [UC nondiscrimination policy](#).

UCI provides reasonable accommodations for applicants with disabilities upon request. For more information, please contact Human Resources at (949) 824-0500.