

Program Director, MBA/EMBA

The Program Director, MBA/EMBA programs supports the Executive Director of Graduate & Executive Programs. The Program Director reports directly to the Chair of his/her home department, and indirectly to the Executive Director of Graduate & Executive Programs. The Program Director functions as the program's chief academic officer by developing and reviewing curriculum, coordinating faculty schedules, and collecting the data needed for assessment and assurance of learning

Specific duties include:

- establish selection criteria for admission in conjunction with Director of Graduate Admissions and Executive Director of Graduate & Executive Programs.
- interface with the Graduate School on all matters related to the Program;
- work with the MBA staff to conduct the pre-term orientation for the incoming cohort of graduate students;
- develop and conduct Assurance of Learning assessments for AACSB accreditation and SACSCOC for the graduate curriculum;
- monitor the appropriateness of the curriculum and initiating curriculum changes
- review faculty evaluations to ensure that only high performing faculty are teaching in the graduate program
- resolving student issues or concerns
- schedule MBA courses in consultation with the appropriate Department Chairs
- consult with Director of Graduate Admissions regarding the marketing and promotion of the Program;
- work with Director of Graduate Admissions to admit graduate students;
- work with Director of Employer Relations & Professional Development to create and conduct co-curricular activities
- work with Operations Manager to compensate faculty
- work with staff to coordinate activities when EMBA cohort is on campus

Qualifications: Terminal Degree in a business program from an AACSB or EQUIS accredited university.

Compensation: 10K annual stipend, 1 course release per year