



Job Title: Director of the MBA Program

JOB DESCRIPTION

The Director of the MBA Program is a 12-month appointment that reports directly to the Division Chair of Business Administration. This position is responsible for managing academic program quality, issues, and activities for the MBA program in the Division of Business Administration at Philander Smith College. The position is also responsible for, but not limited to, handling student issues related to faculty instruction, grades, and satisfying graduation requirements for the MBA program.

DUTIES AND RESPONSIBILITIES

Primary areas of responsibility include but are not limited to:

- Administration of the MBA program;
- Leading efforts in policy development and execution that enrich the MBA experience for students.
- Developing and leading the delivery of a comprehensive academic advising strategy that supports all MBA students' personal and professional goals.
- Leading MBA program assessment and external accreditation processes. Overseeing all rankings activities and work to strategically identify and use those metrics that will enhance our programs' reputation.
- Leading collaborative efforts to provide experiential learning for MBA students and student engagement activities which includes all student services (student advising, student events, etc.)
- Collaborating with the Division Chair of Business Administration and MBA faculty to facilitate curriculum and course enhancement in the MBA program.
- Collaborating with the Director of Admissions on the recruitment and admission of MBA students.
- Conduct open houses, meet with prospective students and serve as spokesperson for recruitment activities.
- Plan, coordinate and execute social media marketing efforts such as Twitter, Facebook, Google MyBusiness, Instagram, online advertising, and search engine optimization.



- Coordinating with the Associate Vice President in Academic for Academic Programs and Student Success (AVPAPSS) to maintain consistency and synergy between the online and campus-based programs.
- Ensuring that marketing and promotion materials for the MBA program are current and accurate.
- Lead enrollment strategy by developing and implementing communication plans to increase lead conversion rate through the enrollment funnel.
- Collaborate with Career Services to foster relationships with corporations for recruiting and placement of MBA students.
- Represent the MBA program in faculty and administrative meetings as well as on committees, advisory boards and public presentations and conferences on MBA Education. This may include some occasional out of state travel.
- Overseeing special projects and initiatives as assigned by the Division Chair of Business Administration.
- Providing administrative leadership and supervision to exempt and non-exempt staff; hire, orient, train, mentor and evaluate assigned staff; monitor and coordinate staff development and training programs.
- Other duties as assigned.

REQUIRED QUALIFICATIONS:

- MBA degree. A terminal degree in a relevant field is preferred.
- Knowledge of MBA markets, rankings, leading practices, and accreditation standards.
- Highly effective communicator, both in writing and speaking, with an ability to inspire students, faculty, and business partners.
- Proven marketing and networking ability
- Candidate will have at least five to seven years of progressive experience in teaching at the higher education level.
- Proven track record of successfully developing and implementing new academic programs, conducting academic program reviews, developing and managing faculty development programs and initiatives, and experience creating and managing student academic success initiatives.
- Candidate will have leadership experience with online education and new technologies for teaching.

OTHER DESIRED QUALIFICATIONS:



- Minimum of three (3) years of related MBA program experience with an ACBSP-accredited program -OR-five (5) years of business experience in senior management or consulting positions.
- Ability to establish a student-centered learning environment that promotes the highest standards of the profession and is responsive to student issues, work independently and as an effective team member and leader, handle multiple priorities, and develop and maintain effective and constructive relationships with aligned departments, faculty and administration throughout the institution and in the community.
- The MBA Program Director must have the ability to work independently, exercise discretion and sound judgment in decision-making, respond to critical matters effectively, and represent the school in a professional manner. Must be committed to a collaborative work environment and high-quality service to constituents.

HOW TO APPLY:

Review of applications will begin immediately, and the position will remain open until filled. Interested applicants should submit a letter of application, current vitae, and three letters of professional references to: cstone@philander.edu

Philander Smith College is an equal opportunity employer and does not discriminate against applicants or employees based on age, race, sex, national origin, ethnicity, veteran status or religion. Philander Smith College is a smoke-free and drug-free work environment. Philander Smith College participates in E-Verify.

Job Type: Full-time

Salary: From \$55,000.00 per year

Benefits:

- 401(k)
- 401(k) matching
- Dental insurance
- Employee assistance program
- Health insurance
- Life insurance



- Paid time off
- Retirement plan
- Tuition reimbursement
- Vision insurance

Schedule:

- 8 hour shift

Ability to commute/relocate:

- Little Rock, AR 72202: Reliably commute or planning to relocate before starting work (Required)