

Position	Director, MBA (CED)		
Classification	Hay (provisional)	Date	April 2017
Dept	Shannon School of Business (SSOB)		
Reporting To	Dean, Shannon School of Business	Group	Non Union

SUMMARY:

Working closely with the Dean, the Director will lead the operational management and the continued advancement of the MBA in Community Economic Development (CED) and other graduate programs.

The Director has access to confidential information relating to labour relations issues (budget, salaries, grievances, etc.) in consultation with the Dean.

SPECIFIC RESPONSIBILITIES:

- Plan growth and development of the MBA in CED and associated postgraduate programs including promotion, recruitment, and selection of students and future operations.
- Plan and carry out program marketing campaigns and student recruitment initiatives.
- Lead and develop a team of committed permanent and part-time faculty.
- Staffing appointments for faculty and term posts.
- Support academic planning, timetabling, and resource management.
- Consistent with CBU and SSOB policies, approve student applications for extra courses, letters of permission, and PLA requests.
- Review and approve student research proposals for Applied Research Projects.
- Contribute to a successful experience for students through each student's interaction with the MBA Program Coordinator, Enrolment Services, Student Support Services, Research and Graduate Studies, and other CBU units.
- Develop, establish, and maintain a research agenda for the MBA in CED program.
- Academic quality management.
- Prepare annual quality assurance reports.
- Prepare annual planning reports.
- Build and maintain strong relationships with key internal and external stakeholders.
- Develop and establish new networks with other research and educational institutions.
- Negotiate and manage collaborative and partnership agreements.
- Explore and develop new dimensions to Business Graduate Studies.
- Serve as Acting Dean in the absence of the Dean.

WORKING RELATIONSHIPS:

- Dean, Shannon School of Business
- Vice President, Academic (Provost)
- Director of Enrolment Services
- Registrar
- SSOB Departmental Chairs
- Other senior administrators and departmental managers in CBU
- Faculty members
- External partners
- Accreditation, program approval, and funding organizations

QUALIFICATIONS and SKILLS:

- MBA or PhD in Business, completed at a high performance level.
- Five years of experience in higher education, business, or public administration. Entrepreneurial and marketing experience is an asset.
- Faculty experience is an asset.
- Ability to navigate critically through personal student concerns.
- Demonstrated ability to build relationships.
- Strong decision-making skills, ability to make decisions that are unpopular but necessary for program effectiveness and improved student learning experience.
- Strong interpersonal, written, and oral communication skills.
- Strong organizational skills.
- Ability to work on multiple tasks and meet deadlines.
- Keen eye for detail in all areas including academic and financial.
- A self-starter who is able to work independently or as part of a team.
- Experience in student/client service preferred.
- Demonstrated problem-solving and critical thinking skills.
- Pleasant and professional disposition, maturity, tact, and diplomacy.