

JOB DESCRIPTION

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| Position | China Business Programs Officer | Date | Jan 2019 |
| Classification | Hay Provisional | Group | Non Union |
| Dept | Shannon School of Business | | |
| Reporting To | Dean, Shannon School of Business (SSOB) | | |

PURPOSE:

Perform day-to-day administration of the MBA in CED - Bilingual program, liaise with partners, support SSOB programs in China and provide managerial support to the Dean.

SPECIFIC RESPONSIBILITIES:

In all of the responsibilities listed below, the Programs Officer will be required to be discreet, maintain confidentiality, and positively represent the SSOB.

- Provide direction to students in the MBA in CED- Bilingual program.
- Liaise with CBU partner institutions in China and help with the CBU BBA programs delivered in China.
- Liaise with professors of the China programs and provide support as necessary.
- Liaise with on-campus and off-campus partners for delivery of the programs under responsibility.
- Liaise with partner institutions and assist with maintenance and quality assurance of articulation agreements.
- Oversee Quality Assurance of SSOB courses and programs delivered in China.
- Ensure familiarity with BBA offered at partner institutions, being cognizant of minor differences from SSOB's program offered on-campus.
- Maintain familiarity with teaching faculty (review of CVs each academic year).
- Archive course syllabus for each course; review for clarity and content.
- Conduct annual audit of all SSOB courses at each institution (review of syllabus, marked assignments, marked tests and exams).
- Support each partner institution to meet with faculty, review course materials, labs, and classrooms.
- Formulate and discuss suggestions to improve SSOB offerings.
- Assist with degree audits of potential BBA and MBA graduates.
- Oversee discussions and consultation on program and course changes, liaising with China partners.
- Write and edit activity reports, program proposals, correspondence, and memorandums for review.
- Write and edit news releases and engage in multimedia and social media marketing communications as directed by the Dean.

QUALIFICATIONS and SKILLS:

- Graduate degree in Business, preferably from CBU, completed at a high performance level.
- A minimum of three (3) years of experience in education, business, or public administration.
- Strong interpersonal, written, and oral communication skills in both English and Mandarin.
- Strong organizational skills with 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.
- Demonstrated problem-solving and critical thinking skills.