AUBURN
Human Resources

Exec Dir, Graduate Program COB

Job Description

JOB INFORMATION

Job Code	AD06
Job Description Title	Exec Dir, Graduate Program COB
Pay Grade	SR14
Range Minimum	$88,460
33rd %	$112,050
Range Midpoint	$123,840
67th %	$135,640
Range Maximum	$159,230
Exemption Status	Exempt
Approved Date:	6/3/2024 9:45:15 AM

JOB FAMILY AND FUNCTION

Job Family:	Student Resources
Job Function:	Academic

JOB SUMMARY

Responsible for the strategy, direction, oversight, and administration of the fulltime and online MBA programs within the Raymond J. Harbet College of Business as well as providing operational support for department-led fulltime and online master programs and graduate certificates. Specific duties include directing, leading, coordinating, and supervising the efforts of program staff to recruit, select, matriculate, advise, and support students across the diverse programs. In addition to providing students with a high quality experience, the role will also be responsible for budget management and strategic efforts to innovate and grow graduate programs in the Harbert College of Business.

RESPONSIBILITIES

- Administers and oversees all aspects of the fulltime and online MBA program student experience and provides support for MS programs. Effectively leads the team to plan and execute communications, orientations, capstone consulting projects, global and other study trips, receptions, speakers, course scheduling, student support, case competitions, scholarships and graduate assistant awards, leadership and other workshops.
- Provides strategic leadership for the fulltime and online MBA programs and integration of MS programs. Looks for, investigates, proposes, and leads new growth opportunities and program enhancements and opportunities.
- Directs online and fulltime MBA selection and admissions and works with the incoming Director of Recruiting and Marketing on shaping recruitment to meet growth targets. Facilitates the selection and admissions of Harbert College MS Programs.
- Responsible for fulltime and online MBA and MS administration budgets and budgeting. Ensures good stewardship of monies and wise spending within the framework of the college's strategy and values.
- Responsible for efforts to enhance program reputations and stature including overseeing accurate and high integrity accreditation and ranking data collection and reporting for campus and online MBA and MS programs. Represents programs with peers through participation in appropriate professional associations and conferences.
- In conjunction with college administration, manages the strategic direction and overall success of the Executive Education offerings in the Harbert College of Business, including locations in Auburn, Birmingham, and Huntsville, AL. Oversees content development, proposal development, delivery, budgets, and relationships with faculty and clients. Develops a scalable and sustainable operating model that optimizes Harbert resources and other Auburn partners.
- Manages and expands the college portfolio of non-credit educational programs. Analyzes benchmark data to inform target market(s) and services to be offered. Sets competitive pricing model for services based on applicable market data and leveraging university subject-matter experts.

RESPONSIBILITIES

- Establishes, develops, and maintains business relationships with current and prospective stakeholders to generate new business for the graduate programs in the Harbert College of Business.

The responsibilities listed above show the typical duties for jobs in this classification. Actual tasks may differ depending on the department's needs. Other similar duties may be assigned with discretion of the supervisor. Not every duty will apply to every position, and the amount of time spent on each task can change based on department needs.

SUPERVISORY RESPONSIBILITIES

Supervisory Responsibility	Full supervisory responsibility for other employees is a major responsibility and includes training, evaluating, and making or recommending pay, promotion or other employment decisions.

MINIMUM QUALIFICATIONS

To be eligible, an individual must meet all minimum requirements which are representative of the knowledge, skills, and abilities typically expected to be successful in the role. For education and experience, minimum requirements are listed on the top row below. If substitutions are available, they will be listed on subsequent rows and may only to be utilized when the candidate does not meet the minimum requirements.

MINIMUM EDUCATION & EXPERIENCE

Education Level	Focus of Education		Years of Experience	Focus of Experience	
Master's Degree	Degree in Business, Higher Education Administration, Adult Education Administration, or related field	and	10 years of	Experience in MBA program administration, college admissions/advising, student affairs, academic affairs, and/or student services. Experience must include at least 5 years in a leadership capacity. Must have at least 2 years' experience supervising full-time employees.	

MINIMUM KNOWLEDGE, SKILLS, & ABILITIES

Knowledge of graduate program administration, FERPA, and budgeting practices.	

MINIMUM LICENSES & CERTIFICATIONS

Licenses/Certifications	Licenses/Certification Details	Time Frame	Required/ Desired	
None Required.				

PHYSICAL DEMANDS & WORKING CONDITIONS

Physical Demands Category:	Other

PHYSICAL DEMANDS

Physical Demand	Never	Rarely	Occasionally	Frequently	Constantly	Weight
Standing			X			
Walking			X			
Sitting				X		
Lifting	X					
Climbing		X				
Stooping/ Kneeling/ Crouching		X				

PHYSICAL DEMANDS

Physical Demand	Never	Rarely	Occasionally	Frequently	Constantly	Weight
Reaching			X			
Talking					X	
Hearing					X	
Repetitive Motions				X		
Eye/Hand/Foot Coordination				X		

WORKING ENVIRONMENT

Working Condition	Never	Rarely	Occasionally	Frequently	Constantly
Extreme cold		X			
Extreme heat		X			
Humidity		X			
Wet		X			
Noise		X			
Hazards		X			
Temperature Change		X			
Atmospheric Conditions		X			
Vibration		X			

Vision Requirements:

Ability to see information in print and/or electronically.