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## Auburn University Job Description

Job Title:	<b>Exec Dir, Graduate Programs COB</b>	Job Family:	No Family
Job Code:	<b>AD06</b>	Grade 38:	\$78,900 - \$131,600
FLSA status:	Exempt		

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### 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.

### Essential Functions

1. 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.
2. 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.
3. 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.
4. 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.
5. 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.

### 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.

*The above essential functions are representative of major duties of positions in this job classification. Specific duties and responsibilities may vary based upon departmental needs. Other duties may be assigned similar to the above consistent with the knowledge, skills and abilities required for the job. Not all of the duties may be assigned to a position.*

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### Minimum Required Education and Experience

	<u>Minimum</u>	<u>Focus of Education/Experience</u>
<b>Education</b>	Master's Degree	Degree in Business, Higher Education Administration, Adult Education Administration, or related field
<b>Experience (yrs.)</b>	10	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.

#### **Substitutions allowed for Education:**

Indicated education is required; no substitutions allowed.

#### **Substitutions allowed for Experience:**

Indicated experience is required; no substitutions allowed.

#### **Minimum Required Knowledge**

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

#### **Certification or Licensure Requirements**

None Required.

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### **Physical Requirements/ADA**

No unusual physical requirements. Requires no heavy lifting, and nearly all work is performed in a comfortable indoor facility.

Routine deadlines; usually sufficient lead time; variance in work volume seasonal and predictable; priorities can be anticipated; some interruptions are present; involves occasional exposure to demands and pressures from persons other than immediate supervisor.

Job frequently requires sitting, talking, hearing, handling objects with hands, and lifting up to 25 pounds.

Job occasionally requires standing, walking, reaching, and lifting up to 50 pounds.

Vision requirements: Ability to see information in print and/or electronically.

Date: 10/15/2019

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