

Auburn University  
Harbert College of Business  
Assistant Director, Graduate Executive Programs

**Job Description:**

The College of Business is seeking applications for the position of Assistant Director, Graduate Executive Programs. The Assistant Director will work collaboratively with the Executive Director and other administrative staff of the program to ensure the successful operation of the Graduate Executive Programs. The position will be expected to contribute positively to a highly supportive service-oriented culture that provides students and applicants an exceptional service experience.

This position is responsible for all elements of the admissions and recruiting process for Executive and Physicians Executive MBA students and Executive MRED students including helping develop and execute marketing and advertising campaigns, attend recruiting events, evaluating applicants and interviewing candidates, attaining enrollment goals for each academic year and enhancing relations between the corporate business community and the programs. Some travel and occasional night and weekend work is required.

Provide general and administrative support within the program including, but not limited to, assisting in the coordination and delivery of on-site residency classes as well as acting as a general liaison between faculty and students.

Provide on-the-ground support for domestic and international trips; provide periodic budget analyses for the executive programs; maintain student and alumni records; develop and maintain alumni engagement activities across all of the Executive Programs; help administer orientation activities; support academic activities as needed; strong interpersonal, marketing, organizational, project management and problem-solving skills are required; should have demonstrated effectiveness in working with corporate professionals.

The selected candidate must be legally authorized to work in the United States at the time of appointment and continue working legally for the term of employment; Excellent written and oral communication skills are required.

**Required Qualifications:**

Candidates must have earned a Masters degree.

**Desired Qualifications:**

MBA or Masters in a business-related or student services related area from an accredited institution. Corporate training and professional presentation experience; experience in the Distance Education Environment; knowledge of Salesforce; demonstrated effectiveness in working in the Healthcare environment and with Physicians.

**Skills:**

Computer proficiency including all Windows products.

Review of application material will begin December 16, 2016 and continue until a qualified candidate is selected and recommended for appointment. To be considered, qualified candidates must submit a cover letter, curriculum vita/resume which fully describes your qualifications and experiences with specific reference to the required and desired qualifications, and an unofficial transcript (a list of three references and official transcripts will be requested at a later date) to:

<https://aufacultypositions.peopleadmin.com/postings/2009>. Applications will be accepted only via the online application system.