

Position Title: Associate Director, Program Services, Executive MBA Programs
Paul Merage School of Business at University of California, Irvine
Req No.: 2017-0478

Job Summary:

Under the general direction of the Sr. Director, Executive MBA Programs, the Associate Director of Program Services is a key member of the Programs for Working Professionals department that is responsible for delivering an outstanding program experience to the School's Executive and Health Care Executive MBA students. The Associate Director is responsible for the general oversight and implementation of all academic, co-curricular and operational aspects of program management, academic affairs, and delivery of services for the Executive MBA (EMBA) & Health Care Executive MBA (HCEMBA) Programs (150-200 enrolled MBA students). Directly manages EMBA & HCEMBA students from orientation through graduation and provides academic and co-curricular advising to the EMBA and HCEMBA Program students.

The University of California, Irvine is an Equal Opportunity/Affirmative Action Employer advancing inclusive excellence. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability, age, protected veteran status, or other protected categories covered by the [UC nondiscrimination policy](#).

Salary: Annual \$55,000.00 (min.)

Total Hours: Tu-Th, 8:30-5:30; Fri-Sat, 8-5

Career Position.

Tue-Thu, 8:30am-5:30pm; Fri-Sat, 8am-5pm, with frequent late evenings to accommodate specific program needs.

Final candidate subject to background check.

As a federal contractor, UC Irvine is required to use E-Verify to confirm the work status of individuals assigned to perform substantial work under certain federal contracts/subcontracts.

Please attach your resume.

[Click here for the UCI job search site](#) (search req no. 2017-0478)

[Click here to see the Paul Merage School of Business website.](#)