



Assistant Director Executive MBA Programs

Overview

The Assistant Director of Executive MBA Programs works as project team leader, providing operational direction for programs within the Fuqua School's portfolio of Executive MBA programs (The Duke MBA—Weekend Executive and The Duke MBA—Global Executive). Working under the direction of Executive MBA Programs senior leadership (Deans and Directors), the Assistant Director designs and directs program events and activities that comprise Fuqua's Executive MBA programs, apart from specific course content delivered by faculty. Assistant Directors supervise all aspects of program delivery in support of teaching faculty and students, from the time of matriculation through graduation.

Specific Responsibilities

Strategic Direction

The Assistant Director, Executive MBA Programs, continuously seeks ways to improve Fuqua's portfolio of Executive MBA programs by suggesting and implementing new processes, procedures, tools and resources and initiating new and improved programming events.

Tactical Implementation

Executive MBA Programs Assistant Director works in conjunction with all members of the Executive MBA programs team and other departments within Fuqua to ensure the successful implementation of Fuqua's Executive MBA Programs, consistent with the strategies outlined by Fuqua's senior leadership. In the tactical implementation of his/her responsibilities, the Assistant Director is responsible for the day-to-day operations of their assigned program and works closely with other team members in executing all aspects of his/her work. Assistant Director responsibilities will include some of the following, depending upon an Assistant Director's specific assignment.

Examples of tasks and responsibilities:

The Assistant Director is wholly responsible for the tactical implementation of his/her primary assigned programs, along with continuous improvement of program operations.

Examples:

- Ensure a smooth transition between admitted applicants and matriculation.
- Maintain a physical presence when the students are in residence.
- Monitor the flow of information within the program.
- Manage interactions with meeting planners to ensure all logistics are scheduled appropriately.
- Develop contingency plans for on-site changes and crises.
- Create long- and short-term scheduling plans for the program.
- Develop and maintain positive relationships with student leaders. Oversee elections of class representatives, judicial board representatives, and other elected student leadership positions.

Working in conjunction with Fuqua's senior leadership, Executive MBA programs leadership, and Regional Directors of Fuqua's globally distributed teams, plans all program activities in each residency location.

Design and implement orientation programs, with a focus on successfully orienting students to The Duke MBA environment, building strong cohorts and teams for the completion of program work, and creating a strong attachment to Duke and The Fuqua School of Business.

Work closely with faculty member to design and deliver 10-12 global immersion experiences while on residency.

Design and implement team building and team changeover events.

Design and implement graduations and related celebrations.

Design and implement partner visits and events.

Work with the Career Management Center to define, develop, and implement a series of Career Management Center offerings to meet the specific needs for both of Fuqua's Executive MBA programs.

Assist in the identification of guest speakers, corporate tours, and regional engagement activities to be delivered when students are in residence with Executive MBA programs.

Assist in the planning of city tours and events.

Assist in the planning of special events within each residency location.

In addition, Assistant Directors are required to manage/lead special projects throughout an academic cycle, such as the Incoming Student Website, Super Elective Term, and Managing Concentrations.

Budgetary Responsibilities

The Assistant Director will be responsible for managing individual project budgets (related to specific Executive MBA events within their area of responsibility), ensuring the successful implementation of projects, while staying within budgets allocated by the school.

Position Qualifications

Four to six years of project management, business, or educational administration experience, with significant background in managing complex projects. Previous international travel experience is highly desirable. Experience with delivery of international programs strongly preferred. Experience with diverse populations in a business or higher education setting is desired. The successful candidate will be a person with a high level of maturity and confidence. The ability to handle multiple priorities in an independent manner is essential. Strong computer skills required. Superior written and verbal communication skills are foundational in representing the Fuqua School to our constituencies. Likewise, outstanding attention to detail is a critical aspect of the required skill set, given Fuqua's commitment to delivering a world class, end-to-end experience for our students and constituencies. A significant amount of international travel may be required.

Educational Qualifications

Bachelor's degree required. Masters in a business discipline or higher education administration preferred.

To apply, qualified candidates should send a cover letter, resume and salary history to hr@fuqua.duke.edu and go to the Duke HR web site at hr.duke.edu and apply to Req ID: 1555.

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