JOB DESCRIPTION

TITLE: Assistant Director – Executive MBA Program Asia
DEPARTMENT: Executive MBA Program, Asia
LOCATION: The University of Chicago Booth School of Business in Hong Kong

The University of Chicago Booth School of Business is the second-oldest school in the U.S. and second to none when it comes to influencing business education and business practices. Since 1898, the school has produced ideas and leaders that shape the world of business. Their rigorous, discipline-based approach to business education transforms students into confident, effective, respected business leaders prepared to face the toughest challenges. We are looking for a highly motivated individual to join our Program team.

GENERAL SUMMARY: The primary responsibility of this role is to offer a wide range of student services, academic and administrative support to Executive MBA Program in Asia. The Assistant Director will work with the Program team to ensure student high satisfaction with their learning experience, support student academic and logistics needs, course materials ordering, organizing/managing special events/projects for students and maintaining proper student records.

PRINCIPAL DUTIES AND RESPONSIBILITIES:

Executive MBA Program Administration:
- Act as main contact for visiting professors and provide support
- Responsible for classweek scheduling, faculty communication and setup
- Work with registrar, the bursar, the London and Chicago program staff, the Deans’ Office, Career Services Office, Alumni Affairs Office, and others and suggest synergies across departments related to programming, and other common matters

Academic Administration:
- Manage Academic Exceptions: Identify, monitor and provide assistance with all program exceptions including transfers, leaves and reinstatements, incompletes and others
- Produce various reports on Students Grade/Academic progress. Track and verify graduation requirements
- Create new procedures on Program operations when applicable

Student Services:
- Develop activities to build community within the Executive MBA student population
- When needed, make announcements in class about various student matters
- Act as resource for student questions related to campus activities, including campus services, events, IT questions, class week logistics, etc
- Work with Finance team on tuition matters
- Manage and liaise events with speakers, including scheduling coaching sessions with students

Special Events/Projects:
- Working with the Director, plan, execute and collaborate on special events
- Keeping and managing the records of the Standard and Operating procedures of the Academic and Program Policies

The above is intended to describe the general content of and requirements for the performance of this job. It is not to be construed as an exhaustive statement of duties, responsibilities or requirements.
MEASUREMENTS OF SUCCESS:
1. Demonstrate a high level of administrative competence
2. Students satisfaction rating reflected in student and faculty surveys
3. Effectiveness of administrative support and database management
4. Successful on-time completion of scheduled events and special projects
5. Meet project deadlines and targets
6. Overall rate of efficiency, accuracy, timeliness and organization of all assigned tasks

REPORTING RELATIONSHIPS:
Reports to Director – Executive MBA Program, Asia
Direct Reports – None

KNOWLEDGE, SKILLS AND EXPERIENCE:
1. Bachelor’s degree/Diploma in business, hospitality or logistics
2. A minimum of 7 - 10 years of substantive and relevant work experience with progressive responsibility. Experience in higher education, training or hospitality industry preferably in a multi-cultural environment is an advantage
3. Must be an extremely quick learner
4. Some experience in one or more of the following areas of principal duty: customer service, procurement, logistics and event management, project management
5. Excellent interpersonal and organizational skills, initiative, and attention to detail
6. Proven ability to work efficiently with minimal direction and to anticipate issues and problems
7. Excellent oral and written communications skills in English, Cantonese and preferably Mandarin
8. Collaborative work style, highly organized with strong analytical and multi tasking skills, independent and resourceful, able to meet deadlines in a fast-paced environment
9. High proficiency with Microsoft office (especially Excel, Word, PPT) and Adobe required
10. Must be able to work legally in Hong Kong on a permanent basis

SALARY AND BENEFITS
The salary will be competitive and commensurate with experience. In addition to salary Chicago Booth offers an attractive benefits package including 20 days holiday per year – prorated (excl. Hong Kong Public Holidays), MPF contribution, private medical and dental insurance, and life insurance offered.

HOW TO APPLY
If you wish to be considered for this position, please send a CV and a detailed cover letter outlining your relevant experience, motivations for applying for this position and salary requirements to: BoothHongKongJobs@ChicagoBooth.edu.

Please indicate the Job title in the Subject line of your email.

All personal data collected will be used for recruitment purposes only and will be kept strictly confidential.