

**Assistant Dean of Executive MBA Programs  
SC Johnson College of Business  
Samuel Curtis Johnson Graduate School of Management  
New York, New York**

**Our College:**

Leading at the intersection of people, business, and technology, the Cornell SC Johnson College of Business is one of the most comprehensive business schools in the nation and includes many areas of expertise not found in any other leading institution. The college is comprised of the university's three accredited business schools, each of which is recognized as among the best in higher education: the Charles H. Dyson School of Applied Economics and Management, the Samuel Curtis Johnson Graduate School of Management, and the School of Hotel Administration. Our academic research; industry and community engagement; and undergraduate, graduate, and professional degree programs all reflect the future of business: flexible, collaborative, and cross-disciplinary. The college community includes 244 research faculty, 44,000 alumni, and nearly 3,300 undergraduate, professional, and graduate students. The SC Johnson College of Business has an unparalleled resource base from which to draw—within the college, Cornell Tech in New York City, and Cornell University broadly.

Cornell University embraces diversity and seeks candidates who will contribute to a climate that supports students, faculty and staff of all identities and backgrounds. We strongly encourage individuals from underrepresented and/or marginalized identities to apply.

**Our Team:**

As part of the Cornell SC Johnson College of Business, the Samuel Curtis Johnson Graduate School of Management at Cornell University continues to transform graduate business education to better prepare graduates for success in tomorrow's business world. Johnson provides cutting-edge learning experiences that immerse students sooner and deeper in their chosen fields. As an integral part of the Cornell SC Johnson College of Business, Johnson students can access the full power of educational and research opportunities across the university to reach deeper competency in their industries and areas of interest. Johnson offers seven different MBA programs, spanning the U.S., Canada, Latin America, Mexico, and China, and is home to award-winning faculty and research.

The Executive MBA (EMBA) programs at the Johnson School are tasked with delivering MBA programming to executives who pursue their MBA while remaining active in their careers. These programs include the EMBA Metro NY program (a general-management program located in NYC), the EMBA/MS in Healthcare Leadership (offered in collaboration with Weill Cornell Medicine, also located in NYC), and the EMBA Americas (offered in collaboration with Queen's University, and delivered via a synchronous distance education in select cities across North and South America).

**This Position:**

Reporting directly to the Dean of Johnson, the Assistant Dean for EMBA programs oversees our portfolio of three EMBA programs, which includes the EMBA Metro NY program, EMBA Americas program, and the EMBA/MS in Healthcare Leadership.

The Assistant Dean for EMBA has two main sets of responsibilities. First, the Assistant Dean serves directly as our Program Director for the EMBA Metro NY program. In that role the Assistant Dean is responsible for day-to-day operations of the Metro program, including overseeing class weekends and residential sessions, curriculum and co-curricular activities, facilitating faculty course delivery and student engagement, engaging with students and addressing student issues, and overseeing a team of staff who are dedicated to Metro admissions and operations.

Second, the Assistant Dean is responsible for developing and implementing an overarching strategy that meets the needs and goals of the EMBA student population across all programs and that achieves

admissions targets, operational excellence, and overall program success. The Assistant Dean also fosters collaboration across EMBA programs and balances program synergy and differentiation. Direct reports include the Program Directors for the Americas and Healthcare Leadership programs, as well as the Director of EMBA Operations.

The Assistant Dean serves on the Johnson School's Management Committee, representing EMBA programs and providing input to key strategic decisions and operations of the school. This position closely collaborates with several key stakeholders in our College including the EMBA Faculty Director on curriculum and faculty teaching assignments, the Executive Director of Marketing and Communications on EMBA lead generation and marketing, the Assistant Dean of Career Management for EMBA student career support, and with other Johnson School and SC Johnson College colleagues on matters related to the EMBA programs.

This position will be located in New York City and will require regular travel to the Ithaca campus, as well as occasional travel to other locations as appropriate to support EMBA operations.

**Required Qualifications:**

- Master's degree or equivalent and 8+ years of experience in MBA or EMBA education.
- An extensive understanding of EMBA programs and their competitive environment.
- Experience in corporate relations, admissions, and marketing programs.
- Proven ability to work closely with senior executives with the ability to work collaboratively in a team environment.
- Excellent written, presentation, and oral communication skills.
- Demonstrated ability to work with a diverse group of individuals, to maintain confidentiality, and to show initiative and be self-directed.

**Personal Attributes:**

- Passion for management education and executive development.
- Enjoy interacting with prospective and current students, alumni and business leaders.
- Ability to manage multiple competing priorities in complex and ambiguous environments.
- Record of successful relationship management across complex academic organizations.
- Profound commitment to service excellence and continuous improvement processes.
- Collaborative team player across functional departments and geographies.
- Strong sense of ethics, discretion, diplomacy and protocol.
- Deep intercultural and interpersonal sensitivity.

Contact Name:  
Leanna Caloras

**Current Employees:**

If you currently work at Cornell University, please exit this website and log in to Workday using your Net ID and password. Select the Career icon on your Home dashboard to view jobs at Cornell.

**Online Submission Guidelines:**

Most positions at Cornell will require you to apply online and submit both a resume/CV and cover letter. You can upload documents either by "dragging and dropping" them into the dropbox or by using the "upload" icon on the application page. For more detailed instructions on how to apply to a job at Cornell, visit How We Hire on the HR website.

**Application Instructions:**

To apply for this position visit <https://cornell.wd1.myworkdayjobs.com/CornellCareerPage/job/New-York-City-Cornell-Tech/Assistant-Dean-of-Executive-MBA-Programs--SC-Johnson-College-of-Business->

**Employment Assistance:**

If you require an accommodation for a disability in order to complete an employment application or to participate in the recruiting process, you are encouraged to contact Cornell University's Department of Inclusion and Workforce Diversity at voice (607) 255-3976, fax (607) 255-7481, or email at [owdi@cornell.edu](mailto:owdi@cornell.edu).

For general questions about the position or the application process, please contact the Recruiter listed in the job posting.

Applicants that do not have internet access are encouraged to visit your local library, or local Department of Labor. You may also visit the office of Workforce Recruitment and Retention Monday - Friday between the hours of 8:30 a.m. – 4:30 p.m. to use a dedicated workstation to complete an online application.

**Notice to Applicants:**

Please read the required Notice to Applicants statement by clicking here. This notice contains important information about applying for a position at Cornell as well as some of your rights and responsibilities as an applicant.

*Diversity and Inclusion are a part of Cornell University's heritage. We are a recognized employer and educator valuing AA/EEO, Protected Veterans and Individuals with Disabilities. We also recognize a lawful preference in employment practices for Native Americans living on or near Indian reservations. Cornell University is an innovative Ivy League university and a great place to work. Our inclusive community of scholars, students, and staff impart an uncommon sense of larger purpose, and contribute creative ideas to further the university's mission of teaching, discovery, and engagement.*