Director, EMBA and FEMBA Program Service  
UNIVERSITY OF CALIFORNIA, IRVINE

Provide general oversight and implementation of all academic, administrative and co-curricular aspects of program management, student affairs, and delivery of content and services for the MBA for Executives (EMBA) and Fully Employed MBA Programs (450-550 enrolled students). The Director leads a team of three that implements policies and procedures and is accessible to and engaged closely with students. The Director manages all aspects of the student experience from orientation through graduation, providing advising to students, registration/matriculation, add/drops, waivers and substitutions, leaves of absence, and developing special and alternate academic plans.

Program Management

Responsible for program management, student affairs and delivery of content and services for the FEMBA and EMBA programs from orientation through graduation.

Serve as a primary point of contact for students, Merage faculty and staff. Establish program goals, policies and procedures and implement standards to meet program objectives.

Responsible for annual course planning process and quarterly academic scheduling of classes.

Manage and staff all annual offsite residentials, including four opening residentials, four international residentials, Washington DC Federal Policy residential for our healthcare professionals, and three closing residentials.

Oversee and develop a professional community of students through planning and promoting events to encourage student engagement, social activities, networking across different classes and sections.

Organize quarterly Student Representative meetings. Solicit student feedback, attend and present at meetings and follow up on issues.

Oversee the advancement to candidacy of all students who are expected to graduate by ensuring that university paperwork is completed, necessary signatures are obtained, and that submission of critical paperwork is sent to campus by announced university deadlines.

Program Advising and Student Affairs

Direct and oversee the tracking of student progress in the program and advise students, as appropriate, towards successful completion of the program.

Identify and resolve complex student advising problems and concerns, including academic honesty matters and study group issues. Collaborate with Assistant Dean, Associate Dean, and faculty as appropriate.

Manage process for advising students on electives, especially those who want to take classes across programs or outside of their specific track. Provide assistance in selecting courses and schedules that work for the students, but still meet program requirements and students goals.

For FEMBA, serve as liaison with Recruitment and Admissions staff to provide information, define policy and articulate changes in the programs.

For EMBA, serve on EMBA Admissions Committee in the selection of EMBA students, along with Associate Dean, Assistant Dean, Executive Director and Director of EMBA Admissions.

*Job Description can be found at [https://staffing2.hr.uci.edu/CSS_EXTERNAL/CSSPage_Welcome.asp](https://staffing2.hr.uci.edu/CSS_EXTERNAL/CSSPage_Welcome.asp) - job number: 2019-1405*