

## Graduate Executive Programs

### Executive Director

The Harbert College of Business (HCOB) invites applications for the position of Executive Director for Graduate Executive Programs. This position is full-time, non-tenure track, and non-tenure eligible.

**About the College:** The Harbert College of Business has a strong tradition of providing highly desirable graduates and generating knowledge that drives diverse business thought and sustainable business practice. The college and its programs consistently rank among the nation's best public undergraduate and graduate business programs. The Harbert College has experienced steady enrollment growth in recent years and currently serves well over 6,000 undergraduate and graduate students through six academic departments offering eight undergraduate majors and multiple Masters and Ph.D. options. The college pioneered online masters and executive education programs that are now ranked among the very best in the nation. The college has invested in building a nationally recognized faculty that moves thought forward through research, engages with industry, and delivers relevant and current instruction.

**About Auburn University:** Auburn University is one of the nation's premier land-grant institutions and was ranked 42<sup>nd</sup> among public universities in the 2022 edition of U.S. News & World Report. Auburn is an "R1: Doctoral Universities - Very high research activity" institution, offering Bachelor's, Professional, Master's, Educational Specialist, and Doctoral degrees. Auburn has 1,443 full-time faculty and enrolls 31,526 students from all fifty states and nearly one hundred countries, including 5,510 graduate students and 1,085 professional students.

Rooted in more than 160 years of tradition, Auburn University occupies 1,841 acres and is the academic home to more than 30,000 students. Auburn's commitment to active student engagement and professional success, and public/private partnerships garners a growing reputation for outreach and extension that delivers broad economic, health, and societal impact.

Auburn University has a commitment to providing a welcoming, respectful, and inclusive environment for all to thrive. Several initiatives have been implemented with an overarching goal of establishing and maintaining a culture of equity, diversity, and inclusiveness. For example, Auburn has compiled its five-year strategic plan with those from across its colleges, the Presidential Task Force for Equity and Opportunity, and the Office of Inclusion and Diversity with key goals that work to create a campus that is equitable for students, faculty, and staff from all backgrounds. Auburn places a heavy focus on recruitment and retention that creates a robust and diverse employee base.

**Graduate Executive Programs:** Known for having some of the longest-running and most innovative graduate distance education programs in the country, the Harbert College of Business has a full suite of nationally-ranked graduate executive programs including an Executive MBA Program (EMBA), a Physician's Executive MBA Program (PEMBA), and the Masters in Real Estate Development Program (MRED) which is joint program between the Harbert College of Business and the College of Architecture, Design, and Construction.

All three executive programs, designed for mid- to late-career business professionals, use a blended format which combines online learning with short on-campus residencies. Fortune ranked Harbert's EMBA program as the #21 public program in the U.S., Healthcare Management ranked Harbert's PEMBA as the #9 top EMBA in Healthcare Program, and Intelligent has ranked Auburn's MRED program as the #1 Best Master's in Real Estate Degree Programs the last two years running.

**Job Qualifications:** A strong candidate will have strong communication (both written and verbal), leadership, and time management skills. This person will also have critical thinking, interpersonal, problem-solving, and analytical skills. The desired candidate will be detail-oriented, with exceptional organizational and multitasking abilities. This position will include possible work on evenings and weekends and some travel is expected. A master's degree from an accredited institution in Business, Higher Education, or related field is required. A minimum of 8 years of related professional experience

required. Must have at least 2 years of experience directly supervising full-time employees. Ten (10) years of related professional experience to include 5+ years leading academic programs and managing professionals in an academic or corporate setting is desired. Strong customer service orientation is desired. Selected candidates must be legally authorized to work in the United States at the time of appointment and continue working legally for the term of employment.

**Job Responsibilities:** The executive director is a seasoned academic staff member who understands the internal operations of Auburn University and:

- Provides strategic vision and leadership for the EMBA, PEMBA, and MRED programs. Looks for and proposes new growth opportunities along with program enhancements and opportunities
- Administers and oversees all aspects of the graduate executive program experiences. Effectively leads executive program staff to plan and execute communications, orientations, residency weeks, global and other field study trips, receptions, graduation events, and career development.
- Directs graduate executive program selection, admissions, and works with the Director of Recruiting and Admissions on shaping recruitment.
- Responsible for graduate executive program budgets and budgeting.
- Responsible for efforts to enhance program reputation and stature including overseeing accurate and high integrity accreditation and ranking data collection and reporting.

**Location:** Auburn, Alabama is a vibrant and thriving college town and community. Southern Living recently recognized the city of Auburn as one of the top small towns in the South and Money magazine named Auburn as the best place to live in Alabama. Known as the 'Loveliest Village on the Plains,' Auburn offers a high quality of life including a vibrant cultural scene at the new Gogue Performing Arts Center, SEC sports throughout the academic year, national award-winning chefs and restaurants, a K-12 school system that is top-ranked in the state, general and concierge healthcare options, and an exceptional College of Veterinary Medicine for pet care. Chewacla State Park, just five miles from campus, offers camping, hiking, and mountain biking, as well as swimming and boating opportunities. Auburn's historical sister town, Opelika, is a fifteen-minute drive and has become known for its eclectic downtown offerings including multiple breweries, boutiques, and hobby shops. The Atlanta Hartsfield International Airport is only 90 minutes away, with multiple shuttle service options to/from Auburn daily. Birmingham is a similar drive to the north and Montgomery, the state capital, is only 50 minutes to the southwest.

Beaches and mountains are only a 3-4 hour drive. Auburn University is understanding of and sensitive to the family needs of faculty, including dual-career couples.

**Application Procedure:** A review of applications will begin November 6, 2023. Select candidates will be invited to interview with a search committee made up of representatives of the Harbert College of Business. A review of and interviews with candidates will continue until a qualified candidate is selected and recommended for appointment. Interested persons should forward a letter of application and resume/curriculum vita. All application materials should be submitted to:

<https://www.auemployment.com/postings/41459>

Auburn University is an EEO/Vet/Disability employer.

**APPROVED**

**By Michelle Martin at 1:19 pm, Oct 20, 2023**