

Executive Director Professional and Corp Education and
Assistant Professor of Practice
Stetson University

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Posted Apr. 1, 2019, set to expire Aug. 3, 2019

Job Title	Executive Director Professional and Corp Education and Assistant Professor of Practice
Department	School of Business Administration http://www.stetson.edu/business
Institution	Stetson University DeLand, Florida
Date Posted	Apr. 1, 2019
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Visiting Prof/Prof of Practice Director/Manager
Academic Field(s)	Business - General
Job Website	http://www.stetson.edu
Apply By Email	ccartwri@stetson.edu

Job Description

SCHOOL OF BUSINESS ADMINISTRATION

POSITION: Executive Director Professional and Corporate Education School of Business Administration and Assistant Professor of Practice

Stetson University's School of Business Administration seeks applicants and nominations for a full-time, 12-month position as Executive Director Professional and Corporate Education (PaCE) with a faculty appointment as Assistant Professor of Practice (non-tenure track). The individual will be located at Stetson's DeLand, Florida, campus but duties include the development and execution of corporate and professional programs throughout the central Florida region and I-4 corridor. Responsibilities also include teaching in DeLand or at other Central Florida region campuses within the Stetson system, as well as online or in a hybrid format.

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RESPONSIBILITIES:

The Executive Director will provide leadership in the development and execution of existing and newly developed quality professional training and educational programming to individuals and companies. The Executive Director will serve as the leader and champion of the Professional and Corporate Education unit housed in the Stetson School of Business. The Executive Director will create and execute a strategy to grow existing and new business, which would include new areas of programming for open enrollment, new relationships for custom programs, and training and education partnerships that leverage the school's academic programs, themes, faculty and corporate relationships. The Executive Director will teach one course per semester in the School of Business academic program consistent with their academic training and preparation for teaching.

The Stetson School of Business is an entrepreneurially-minded School dedicated to delivering innovative and comprehensive business programs and experiences to undergraduate and graduate students, as well to professionals and corporate partners within the Central Florida region and beyond. Applicants with an established track record of developing and executing high quality professional programming are preferred.

QUALIFICATIONS:

The University seeks candidates with a minimum of a Master's degree in a field of business. Candidates should possess excellent interpersonal and communication skills, and the ability to work with multiple constituencies of diverse backgrounds. The individual should have 10 or more years of experience including staff supervision. Preference is given to experience in higher education or corporate training environments. Required skills include:

- Ability to effectively teach business classes to undergraduate or graduate students;
- Proficiency with Microsoft Office;
- Ability to manage complex budgets;
- Excellent organizational skills, attention to detail and accuracy, and ability to manage multiple projects with tight deadlines;
- Ability to work effectively independently, as well as in a team environment;
- Ability to coach and mentor staff;
- Ability to work with faculty and subject matter experts to develop, implement and assess high quality programming;
- Excellent interpersonal skills, with the ability to communicate and collaborate effectively with a wide variety of University constituencies.

Stetson University is committed to providing a welcoming and inclusive environment to ethnically and racially diverse faculty candidates, who are capable of fostering educational opportunities for underrepresented groups. Diversity is a fundamental value at Stetson University and we value faculty

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who are able to diversify pedagogy to meet multiple interests, or be a mentor for minority and majority students.

THE SCHOOL OF BUSINESS ADMINISTRATION:

Stetson's School of Business Administration (www.stetson.edu/business) is one of less than 190 elite business schools that has both business and accounting programs accredited by AACSB International. The School's programs are based at three of the University's four locations:

- The DeLand campus hosts all undergraduate programs in the Lynn Business Center, a state-of-the-art classroom and computer lab facility. The DeLand campus is also home to all accounting graduate programs.
- The Stetson University Center at Celebration, located in Celebration, FL, a planned community near Disney World, offers the Executive MBA program.
- The Gulfport campus, home of the College of Law, hosts all components of the JD/MBA program.

The School of Business Administration is well-known for its academically rigorous learning environment. In small classes and beyond, faculty mentors help students to achieve their academic and professional goals. All members of the University community share a commitment to social and ethical responsibility, leadership development, and lifelong learning. The School offers a Bachelor of Business Administration, a Master of Accountancy, a Master of Business Administration, and an Executive Master of Business Administration, as well as several distinctive programs including the Joseph C. Prince Program in Entrepreneurship, the Roland and Sarah George Investments Institute, the Family Enterprise Program, the Centurion Sales Program, and the summer Study Abroad Program. The School sponsors chapters of both Beta Alpha Psi and Beta Gamma Sigma.

THE UNIVERSITY:

Founded in 1883, Stetson University (www.stetson.edu) is a private, selective university comprised of a rich array of liberal arts and professional academic programs. Collectively, Stetson's faculty works with nearly 4,000 students in undergraduate, graduate, and professional programs. The University's historic main campus, located in DeLand, enrolls more than 3,000 students in undergraduate programs in the College of Arts & Sciences, the School of Business Administration, and the School of Music. Stetson University College of Law, Florida's first law school, moved from the main campus to Gulfport in 1954, and, with the addition of the Tampa Law Center, serves approximately 1,000 students working full-time or part-time toward J.D. or LL.M. degrees. Graduate programs offered at the main campus and at Stetson University Center in Celebration include Business, Accounting, Educational Leadership, Counseling, and Creative Writing. Florida's oldest private institution of higher learning, Stetson has regularly been ranked among the best regional universities in the Southeast and was the first private college in Florida to be granted a chapter of Phi Beta Kappa.



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Stetson University provides an inspiring education that engages students with rigorous academic and creative study grounded in liberal learning and promotes civic values of personal and social responsibility. Working closely with faculty and with one another, students cultivate abilities to explore issues deeply, think critically, reason empirically, speak persuasively, and connect ideas creatively. Firmly committed to inclusive excellence, our vibrant community of teacher-scholars nurtures the potential of individual students to lead lives of significance and prepares each to meet the challenges of shaping the future—locally, nationally, and globally.

THE COMMUNITY:

DeLand is a picturesque residential community of 32,000 located 20 miles west of Daytona Beach and 35 miles northeast of Orlando. The area offers extensive cultural as well as recreational activities.

SALARY: Salary is competitive.

STARTING DATE: As negotiated; no later than August 12, 2019.

APPLICATION:

Applicants must send the following materials for consideration:

- Letter of application addressing teaching and scholarly achievements.
- Detailed Curriculum Vitae
- Three letters of reference, at least two of which include an evaluation of teaching ability.
- Copies of undergraduate and graduate transcripts.
- Copies of publications or other relevant documents.

Candidates are encouraged to highlight skills and experiences that demonstrate a commitment to diversity and inclusion.

Application materials may be submitted electronically to ccartwri@stetson.edu. While electronic submissions are preferred, alternatively application materials may be mailed to:

Ms. Christine Cartwright, Executive Assistant to the Dean
School of Business Administration
Stetson University
421 N. Woodland Blvd. Unit 8398
DeLand, FL 32723

All correspondence will be held in strictest confidence. The Search Committee will immediately begin reviewing applications, and finalists will be invited for campus interviews beginning May, 2019. The Search Committee will review applications until the position is filled.

Stetson University is an Equal Opportunity Employer that affirms cultural diversity and inclusion as a



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core value of academic excellence at Stetson University. We are committed to achieving equal access in education, employment, and participation through the recruitment and retention of outstanding faculty, staff, and students from diverse backgrounds, and to meaningful academic and intellectual transformation in curriculum, research and service. We are dedicated to actions and policies that foster a community in which individuals with various identities, cultures, backgrounds, and viewpoints work together to create opportunities for engagement through rewarding and fulfilling careers and personal experiences in a culturally and racially diverse society and a globalized world. We strongly encourage members of historically under-represented and economically-disadvantaged groups and women to apply for employment. Stetson University is an EEO, ADA, ADEA, and GINA employer.

EEO/AA Policy

Stetson University, an equal opportunity employer/equal access institution, affirms the values and goals of diversity and strongly encourages the applications of women and candidates from historically under-represented groups.

Contact Information

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

Contact Christine Cartwright
School of Business Administration
Stetson University
241 N. Woodland Blvd.
Unit 8398
DeLand, FL 32723

Contact E-mail ccartwri@stetson.edu