

Associate Director of Business Education - The Fletcher
School
Tufts University

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Posted May 5, 2023, set to expire Dec. 31, 2023

Job Title	Associate Director of Business Education - The Fletcher School
Department	
Institution	Tufts University Medford, Massachusetts
Date Posted	May 5, 2023
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Associate/Assistant Director
Academic Field(s)	Business - General
Job Website	https://jobs.tufts.edu/jobs/18910?lang=en-us&iis=Job+Board&iisn=AcademicKeys
Apply By Email	
Job Description	

Overview

The Fletcher School is the United States' first professional graduate school of international affairs. Since 1933, Fletcher's multi-disciplinary education in international relations, law, and business, has prepared the world's leaders to become innovative problem-solvers in government, the private sector, and non-governmental organizations.

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The primary aim of The Fletcher School is the same as it was when conceived by its founders in 1933: to offer a broad program of professional education in international relations to a select group of graduate students committed to maintaining the stability and prosperity of a complex, challenging and increasingly global society. The school's mission remains (a) To educate professionals from around the world and to prepare them for positions of leadership and influence in the national and international arenas; (b) To increase understanding of international problems and concerns through teaching, research and publications; and (c) To serve local, national and international communities in their search to develop relationships of mutual benefit, security and justice in an increasingly interdependent world.

What You'll Do

The purpose of the Associate Director of Business Education is to provide a single point of coordination across Fletcher's two business degree programs, the residential Master of International Business (MIB) program and the online Master of Global Business Administration (GBA) and to administer them across a range of functions. The Associate Director of Business Education will have primary responsibility for the MIB program and shared responsibility for the GBA. The range of functions span the student life cycle, including admissions, marketing, communications, student services and programming, and curriculum development. For many of these functions, the Associate Director will coordinate with relevant offices that support these functions across the school. The Associate Director will also engage in faculty relations and budgeting for the two programs.

Essential Functions:

- Develops goals, KPIs and execution plans for the programs
- Manages end-to-end student processes and quality of experience for the MIB and co-manages it with colleagues for the GBA
- Oversees systems and processes that underpin the student experience
- Advises students regarding curricular choices
- Creates relevant programming to support students and curriculum
- Builds and oversees an evaluation and monitoring system, implementing changes in accordance with the data
- Leads relationships with external vendors that support the student process, including marketing and admissions
- Collaborates with internal Tufts constituencies around marketing, budgets, scholarships, technology, and curriculum development
- Oversees planning for in-person and virtual events, including annual campus based and international immersion programs
- Participates in budget development and assesses/analyzes budgets, preparing reports and projections
- Uses student data to improve programs, oversee enrollments, manage processes

What We're Looking For

Basic Requirements:

- Bachelor's degree and 5+ years' work experience in education, business, or a related field
- Ability to travel approximately two times per year and work occasional weekends and evenings
- Ability to bring a project from concept to execution, managing against timelines and budgets
- Demonstrated professional writing, presentation, and verbal skills

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- Ability to provide an entrepreneurial mindset within an established institution.

Preferred Qualifications:

- Master's degree strongly preferred.
- International experience
- Familiarity with trends in business education
- Knowledge of online learning systems and practices
- Some technical skills, including spreadsheets, content management, CRM, and other workflow management systems

Pay Range

Minimum \$100,100.00, Midpoint \$125,150.00, Maximum \$150,200.00

Salary is based on related experience, expertise, and internal equity; generally, new hires can expect pay between the minimum and midpoint of the range.

Contact Information

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

Contact