POSITION SUMMARY
The Executive Director is responsible for all aspects of the Graduate Business programs, including the design, development, research, financial management, administration, coordination, evaluation, and day-to-day delivery of the Segal Graduate School’s programs. The Executive Director contributes to the development of new initiatives, policy, and administrative procedures that benefit and enhance the operation of the Beedie School of Business graduate program activities. The Executive Director works with Academic Chairs of the graduate programs on curriculum development, planning issues, and new program launches.

DUTIES AND RESPONSIBILITIES

1. Leads program planning and development by:
   - Optimizing the rank and reputation of the Segal Graduate School of Business programs through the design, development, and delivery of programs.
   - Developing marketing strategies, including the associated research, program design, pricing, promotion, distribution, and positioning related to these initiatives.

2. Oversees program administration and delivery activities by:
   - Managing the development and sustainability of professional relationships with local businesses and industry organizations as a principal source of corporate engagement opportunities.
   - Directing the preparation and monitoring of program budgets in collaboration with the supervisor; reviewing and approving proposed program budgets prior to their submission to the Office of the Dean; and monitoring program budget expenditures during the fiscal year.

3. Coordinates program and community liaison activities by:
   - Identifying emerging opportunities in the areas of graduate education.
   - Identifying present and future opportunities for educational alliances and linkages with provincial and national organizations, industries and individuals for the benefit of Beedie.

4. Coordinates alumni relations activities by:
   - Participating as a member of the MBA Alumni Endowment Committee and providing administrative information related to student and alumni awards, activities and events.
   - Working with the MBA Alumni Association to coordinate events, and provide meeting venues and resources to assist with alumni initiatives for professional development.

QUALIFICATIONS
Master’s Degree in Business Administration (MBA) or other related discipline and five years of related experience including experience in program design, development, administration, marketing, financial planning and management, and policy development and administration.

- Excellent presentation, interpersonal and conflict resolution skills.
- Ability to work effectively in a fast paced environment exercising mature judgment and a high level of diplomacy and discretion.
- Ability to provide leadership and management in a service-oriented, team environment.
- Ability to assess the educational and research needs of the business community.
- Ability to develop and follow-through on initiatives.