

Position Information	
I. Position Information Working Title	Assistant Director, Executive MBA Program, National Capital Region
Role Title	
Posting Number	061068
Position Responsibilities	<p>The Pamplin College of Business Executive MBA program seeks an Assistant Director. This position is responsible for activities necessary to recruit, admit, support and serve a diverse class of high quality applicants and students in Pamplin's EMBA program. The Assistant Director reports to the Director of the Program and must be self-directed, team-oriented and capable of supervising individuals who may be assigned to assist with projects within this position's area of responsibility. The Assistant Director will develop, implement and manage strategies to attract and admit high-quality, diverse student cohorts by researching potential target markets, fully understanding the learning objectives of Pamplin's EMBA program while striving to achieve a critical mass of 25 students per cohort. The Assistant Director will also have responsibility for coordinating activities with respect to the international residency that takes place twice a year.</p> <p>Please visit http://www.emba.cob.vt.edu to learn more about the program.</p>
Required Qualifications	<p>Master's degree in business or related field, MBA-level course work (certificate-type program), or a bachelor's degree and significant experience in graduate level program or related field equating to a master's degree;</p> <ul style="list-style-type: none"> -Excellent organizational, administrative and communication skills; -Ability to work effectively with people from diverse backgrounds; -Strong customer service skills; -Detail-oriented; -Ability to manage multiple projects simultaneously; -Understanding of and strong interest in working with recruitment, admissions and retention; -Ability to travel and work some evenings and weekends.
Preferred Qualifications	<ul style="list-style-type: none"> -Experience with student admissions models and technology systems preferred; -Experience working in urban and/or international settings desirable; -Admission experience preferably in higher education preferred; -Previous counseling, marketing, mentoring or international experience desired.
Employment Conditions	
Employment Comments	<p>For more information on this position please contact:</p> <p>Dr. Charles Jacobina 703 538-3761</p>
How to Apply for this Job	<p>Upon applying online, interested applicants should also attach a cover letter, resume/CV and a list of three references. Website address for application is www.jobs.vt.edu. Search by posting number 061068 or Working Title: Assistant Director, Executive MBA Program</p>
Employee Category	Administrative and Professional Faculty
Appointment Type	Regular
If restricted or temporary, enter end date	
Faculty Rank	Lecturer
Tenure Status (Faculty Only)	Non-Tenure Track
Academic Year or Calendar Year	Calendar Year
Percent Employment	Full-Time
If part time, enter Percent Time	
Pay Band (Classified Jobs Only)	
Advertised Pay Range (Enter amount or "Commensurate with Experience")	Commensurate with Experience
Department	Executive MBA Program
College / Sr. Management	College of Business
Job Location	Off campus
Location, if not Blacksburg:	Falls Church, VA
II. Search Plan Job Posting Date	09-25-2006
Review Begin Date	10-16-2006
Job Close Date (if applicable)	
Restricted to university employees only?	No

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