



**Sheldon B. Lubar School of Business  
University of Wisconsin-Milwaukee**

**Instructional Program Manager III: Executive MBA Program Director**

The Sheldon B. Lubar School of Business Administration at the University of Wisconsin – Milwaukee seeks applications for an Instructional Program Manager III (Executive MBA Program Director). The incumbent will report directly to the Associate Dean of Executive Education in the Sheldon B. Lubar School of Business. Executive Education is comprised of the Executive MBA (EMBA) Program and customized Executive Leadership Development Programs. The Lubar EMBA is the longest-running program of its kind in Wisconsin, beginning in 1974, with more than 1,000 alumni. The Executive Programs operation began in 1997, and has a client list of leading Wisconsin and national firms.

UW-Milwaukee, a Doctoral/ Research Extensive university, is Wisconsin's premier public urban university and offers a comprehensive liberal arts and professional education at the undergraduate and graduate level. UWM takes pride in being a student-centered institution that is deeply committed to diversity in its student body, faculty, and staff. UWM's 93-acre campus is located on Milwaukee's premier upper East Side, one of the city's most attractive residential areas and home to many faculty, staff, and students. For more information, please visit our website at [www.uwm.edu](http://www.uwm.edu).

**JOB DUTIES**

The EMBA Program Director will work with the Associate Dean and Program Co-Director to maintain the operations of the EMBA Program and Executive Programs through recruiting students for the EMBA Program, primarily, and clients for Executive Leadership, secondarily. The incumbent will be responsible for developing and implementing a comprehensive recruitment plan annually in efforts to recruit students while at the same time, promoting and providing maximum visibility for Executive Education. The incumbent is expected to be proactive in staying abreast of all current data, research, and information in EMBA and Executive Programs in order to accurately review and strategize program needs and changes and work collaboratively with staff of Executive Education to maintain office continuity.

**Required Qualifications:**

- Masters in Business Administration or equivalent Masters degree
- Five or more years successfully recruiting students in academic environments, or similar experience in recruiting, sales, and marketing
- Extensive external sales and marketing program development
- Experience developing and using technology (e.g., databases, survey report generation) for recruiting students and client lead generation

**Preferred Qualifications:**

- Demonstrated ability to work with business, healthcare, not-for-profit and other communities
- Executive MBA or MBA student recruiting experience
- Excellent demonstrated written and verbal communication skills
- Working knowledge of Milwaukee and regional employers

**Additional Information:** For information relating to the campus security report for UWM, visit the following: [www.cleryact.uwm.edu](http://www.cleryact.uwm.edu).

All finalists for this position will require a criminal records review consistent with the Wisconsin Fair Employment Act.

UWM is an AA/EEO employer. Applicants wishing consideration **MUST** apply online at <http://www.jobs.uwm.edu/>.