

**Senior Associate Director, Wharton | *San Francisco***  
**Reference Number: 100728958**

Join the Wharton Team!

Wharton | *San Francisco* seeks a Senior Associate Director to lead the development, implementation and execution of a broad range of programs, initiatives and events that will engage the students from Wharton's campus in San Francisco and the West Coast Wharton alumni community .

The Wharton School offers an opportunity to work with world-renowned faculty, staff professional organizations, students and alumni in an innovative, team-oriented and cutting-edge environment. We offer excellent benefits, competitive salaries, professional development opportunities, and a dynamic environment that supports diversity.

Duties:

The Senior Associate Director is responsible for the development, implementation and end-to-end execution of programs, initiatives and events at Wharton | *San Francisco*. Reporting to both the Vice Dean of Wharton | *San Francisco* and the Senior Associate Director of Wharton Entrepreneurial Programs (WEP), this position will lead programming equally divided between:

- the enhancement of the Wharton brand on the West Coast and the engagement of the Wharton alumni community; and
- the development and implementation of a broad range of programming under the auspices of Wharton Entrepreneurial Programs with a strong entrepreneurial focus.

The Senior Associate Director will be part of the Wharton | *San Francisco* senior management team and will work in concert principally with the staff of the MBA Program for Executives and the staff of WEP.

Working as part of the WEP team in Philadelphia, this position is responsible for building on the existing entrepreneurship programming and continuing to execute program development across three dimensions: Venture Development Programs; Advising/Mentoring Programs; Networking Programs, with a focus to integrate east and west coast programs, students and alumni where synergies exist.

Performs additional duties as assigned. Position is contingent on continued funding. This position is located at Wharton | *San Francisco*.

Qualifications:

Advanced degree in business, economics, education or the equivalent; 5 to 7 years of professional relevant experience preferably in university environment. Demonstrated project management skills with a detail orientation. Working knowledge of the San Francisco Bay Area entrepreneurial and venture capital eco-system desirable. Proven ability and effectiveness to manage many projects and deadlines simultaneously. A self-starter who has the ability to function independently while participating in and contributing to team effort. Ability to interact effectively and comfortably with a diverse group of faculty, students, senior executives, and staff. Ability to exercise good judgment, take initiative, and engage in independent decision-

making skills. Exceptional interpersonal and communication skills (written and oral) required. Computer literacy and mastery of Microsoft Office programs, Internet and database management experience required.

To apply to this position, please submit your resume online at the University of Pennsylvania's website –<http://www.hr.upenn.edu/jobs> (use the reference code 100728958 to find this particular position).

#### About the Wharton School:

The [Wharton School](#) of the University of Pennsylvania — founded in 1881 as the first collegiate business school — is recognized globally for intellectual leadership and ongoing innovation across every major discipline of business education. The most comprehensive source of business knowledge in the world, Wharton bridges research and practice through its broad engagement with the global business community. The School has more than 4,900 [undergraduate](#), [MBA](#), [executive MBA](#), and [doctoral](#) students; more than 9,000 annual participants in [executive education programs](#); and an [alumni network](#) of more than 85,000 graduates.

The Wharton School of the University of Pennsylvania is an equal employment opportunity/affirmative action employer.