



## JOB OPPORTUNITY

Notre Dame College, a Catholic institution in the tradition of the Sisters of Notre Dame, educates a diverse population in the liberal arts for personal, professional, and global responsibility.

**TITLE:** Director of the Masters of Business Administration program

**DEPARTMENT:** Business Administration - Graduate

**STATUS:** Full-time, Non-tenure track

**CLASSIFICATION:** Administration and Faculty

**DEADLINE TO APPLY:** Until Filled

**START DATE:** July 1, 2021

Notre Dame College seeks applications for the Director of the Masters of Business Administration (MBA) program. The program director reports to the VP of Academic Affairs and works collaboratively with the Chair of the Division of Business Administration. The director will provide assistance to the Dean of Online Education in the development of an online agenda for graduate education. The successful candidate will serve as the academic and administrative leader of the MBA program. Working collaboratively with Marketing, Admissions, and Enrollment leaders, as well as Wiley Partners, the MBA program director shares responsibility for the recruitment, retention and success of students in the MBA program.

The Director is responsible for the recruitment and evaluation of MBA adjunct faculty teaching, as well as the ongoing evaluation of curriculum to ensure program relevancy and currency. The successful candidate must be eligible for a non-tenure track appointment at the rank of Associate Professor or Professor in the Department. This is a full-time, 12-month faculty position. This position is available July 1, 2021.

The MBA offers both on-campus evening and online classes. The Business Division will be seeking accreditation with **Accreditation Council for Business Schools and Programs (ACBSP)**. The successful candidate is responsible for ensuring that the MBA program meets the ACBSP guidelines, as the Chair of the Division of Business Administration leads the Division's accreditation process.

### Primary Responsibilities:

- Provide vision and leadership in creating new opportunities and areas of study and growth in the MBA program.
- Participate in student recruitment efforts to promote the MBA program including face to face as well as online outreach.
- Track student progress and success by maintaining student files.
- Provide advising to MBA students.



- Recruit, hire, and mentor MBA adjunct faculty members.
- Participate in the evaluation and quality improvement of faculty members.
- Anticipate enrollment patterns and prepare course schedules.
- Lead the assessment program for the MBA and maintain programmatic quality to meet accreditation standards.
- As a faculty member, teach in the MBA program - six (6) credits.
- Serve on Departmental and College committees.
- Perform scholarly work as appropriate.

**Knowledge, Skills, and Abilities Required:**

- The candidate should possess a doctoral degree in business and an MBA.
- The preferred candidate will have teaching experience at the collegiate level, relevant professional experience in the business, and academic administrative experience in the higher education sector.
- The incumbent should be prepared to teach online and evening on campus MBA courses.
- Preference may be given to candidates with previous experience in online modes of teaching.
- The finalist will be required to successfully pass a background check.

Nestled on 48 scenic, wooded acres in a suburb just 25 minutes from Cleveland, Notre Dame College offers a blend of quiet campus life and big city adventure. Home to some of the country's best restaurants, medical facilities, museums, sports teams, and amusement parks, Cleveland is an affordable city with major appeal.

**HOW TO APPLY:** Please send a resume or curriculum vitae, cover letter and three professional references to: [careers@ndc.edu](mailto:careers@ndc.edu).

Candidates will be interviewed by appointment through Zoom, Microsoft 365 Teams, or at the South Euclid, Ohio campus. Only candidates who meet all of the specified criteria will be invited to interview.