

From ILA's Leadership Jobs Board:

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Graduate Program Director, School of Business

Division: Academic Affairs

Department/Office: MA Organizational Leadership

Advertisement:

The **School of Business at St. Catherine University** invites applications for the **Graduate Program Director** position. This is a 12 month position that is scheduled to begin in the Summer 2024.

The School of Business houses a wide array of degree programs at the masters, baccalaureate and certificate levels. Through our women-centered programs, St. Catherine School of Business develops socially-conscious, ethically-driven, and ever-adaptable transformational leaders.

The **Graduate Program Director** will provide vision for what is next in leadership and business administration, with primary responsibility for the Master of Arts in Organizational Leadership (MAOL) and the Masters in Business Administration (MBA). The MAOL degree offers a robust program of opportunities that support graduate students to engage deeply in their leadership development both within and beyond the classroom, including study abroad, networking events, research and practicum opportunities, and graduate assistantships. The MBA is an online, asynchronous program affording students the opportunity to accelerate their learning and earn a recognizable credential within one year.

This position functions as the chief leader, strategic planner, and operations manager for these recently updated graduate business programs and will lead an outstanding faculty deeply committed to the mission of the institution. To foster the success of our academic programs, co-curricular leadership offerings, and our students, the **Graduate Program Director** will steward the quality of our programs, mentor and support faculty and staff, ensure an outstanding student experience, oversee curriculum and program development, effectively manage the overall budget of the graduate leadership and business programs to achieve the best outcomes for our students, and strengthen and expand partnerships in the community. While this position is responsible for leading and managing both positions, the successful candidate will have a strong foundation in leadership development.

Responsibilities include:

- Set direction of the program in coordination with the Dean and faculty of the graduate leadership and business programs.
- Work with Dean on managing the strategic planning process, and executing on stated goals and objectives.
- Lead curriculum selection and delivery in alignment with the vision and values of the graduate leadership and business programs.
- Provide guidance and mentoring to faculty to teach and advise in alignment with the vision, values, and strategic plan of the graduate leadership and business programs.
- Manage student issues or concerns through established departmental and university processes.
- In collaboration with the Dean and Graduate Admissions, identify admissions goals and student profiles, and work with supporting departments to achieve documented goals.
- Represent the program at graduate information sessions and other prospective student events.
- Manage the master schedule of courses for the program.
- Identify faculty needs for individual courses, and manage the hiring of full-time and adjunct faculty as needed.
- Respond to and support faculty related to student issues, classroom challenges, curriculum development, and university processes.
- Regularly review faculty evaluations to identify opportunities for improvement.
- Prepare assessment plans and annual reports and oversee the accreditation process for MBA (ACBSP accreditation) as well as internal reporting requirements for all SoB graduate programs.
- Establish and manage program budgets.
- Teach at least 1-2 courses in first year of employment and 2 annually in graduate leadership or business courses in subsequent years.
- Conduct research on topics related to graduate leadership and Minnesota Census of Women in Corporate Leadership.

St. Catherine University in St. Paul, Minnesota, is a comprehensive Catholic university and home to one of the nation's largest colleges for women, with associate and graduate programs for all genders. Founded by the Sisters of St. Joseph of Carondelet in 1905, the University integrates liberal arts and professional education within the Catholic traditions of intellectual inquiry and social teaching. Committed to excellence and opportunity, St. Catherine <https://www.stkate.edu/about/why-st-kates> in certificate, associate, baccalaureate, master's and doctoral programs in traditional day and evening/weekend/online formats.

Minimum Qualifications:

- Master's degree in leadership, business or related field
- Minimum 3 years experience teaching at the graduate level
- Experience and evidence of strong skills in teaching face to face, and synchronous and asynchronous online courses

- Experience teaching leadership or business courses such as: Strategic Communication, Leadership, Ethics, Organizational Development & Change, Business Management
- Experience teaching and mentoring a culturally, linguistically and economically diverse student body with a demonstrated skills for teaching in an environment focused on inclusion and anti-racist teaching practices
- Professional experience and/or scholarship that demonstrates a strong and skilled commitment to diversity, equity, inclusion, and social justice

Preferred Qualifications:

- Doctoral degree/ABD with completion date of August 2024, in leadership or related field from an accredited research institution
- Teaching and research interests focused on leadership and leadership development
- A strong record of distinguished academic achievement in research, teaching, and service related to leadership development and leadership studies
- Relevant professional experience in leadership, leadership development, mentorship/management
- Successful experience in administrative roles in a higher education environment
- Evidence of successful leadership of graduate program development and growth, including consistent inclusion of DEI curriculum and faculty standards
- A collaborative and visionary leadership style combined with strong administrative and management skills
- A history of building, enhancing, and sustaining partnerships across a university, local communities, region, and beyond with evidence of professional distinction and recognition in their field

We seek creative, adaptable staff who enjoy working in a university climate that promotes cultural diversity, multicultural understanding, and cultural fluency. Consistent with the university's commitment to women, diversity and social justice, preference will be given to candidates who manifest these themes in their experience and service.

Application instructions:

Posting Number: 20220213-FAC

Posting Start Date: 01/08/2024

Application Deadline: 1/26/2024

To apply, visit <https://apptrkr.com/4918856>

St. Catherine University is an equal opportunity employer. Our commitment to inclusion reflects the central value of the Sisters of St. Joseph of Carondelet to “love of neighbor without distinction” and provides a learning and working environment that is enriched by the diversity of all our members. Individuals of

religious, racial, ethnic, gender identity, nation of origin, or disability groups that have traditionally had less representation in higher education are encouraged to apply. Should you need an interview accommodation please contact us at hr@stkate.edu or 651-690-6565.

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