Director, The Leadership Institute

Job ID: 277368

Location: Columbus State University

Full/Part Time: Full Time

Regular/Temporary: Regular

To apply, visit https://apptrkr.com/5653646

About Us

Great universities inspire the very best in us. They nurture new ideas, fresh perspectives, and creative problem-solving. They challenge students to discover their passions - and to turn those passions into thriving careers that improve our world.

Columbus State University is exactly that kind of place. With exceptional facilities, ideal class sizes, and unique field experiences, our students have room to create. Here, every faculty and staff member is part of the educational process, actively mentoring students and championing each new step in their journey.

Located just 100 miles southwest of Atlanta, CSU is part of the University System of Georgia where we pride ourselves in the USG Statement of Core Values - Integrity, Excellence, Accountability, and Respect. These values form and guide the daily work of our institution.

CSU's core values - Excellence, Creativity, Engagement, Sustainability, Inclusion, and Servant Leadership make us an institution like no other. Each year, we enroll more than 7,000 students from the Southeast, across the nation, and around the world. Many programs at Columbus State rank high for affordability and value. The university strives to provide all students with an exceptional education that's accessible, affordable, and creative to the core.

Department Information

Leadership Institute

Job Summary

Founded in 2005, the Leadership Institute at Columbus State University is a university-based consulting group that provides expertise and training in leadership development, team building, assessments, coaching and strategic planning. We work with businesses and organizations across the southeast and have helped develop thousands of leaders. We work with leadership at all levels,

from front-line supervisors to senior management executives, to develop and enhance their skills by engaging them in challenging, interactive leadership development opportunities. Please check our website for additional information: https://leadership.columbusstate.edu/ . This position reports to the Associate Vice President for Community Engagement. The Director of the Leadership Institute (LI) is responsible for providing vision and leadership for both arms of the Institute: The external facing arm - by growing its client base, staying ahead of trends in leadership development, ensuring LI is top-of-mind when businesses and organizations are looking to do leadership development, teambuilding, strategic planning, executive coaching, and assessments, while ensuring the institute remains profitable.; The internal facing arm - overseeing internal leadership development programming (L.I.V.E CSU), coaching program and customized request by departments for the faculty and staff of the University.; Ensure both arms are aligned with mission, vision, values, and priorities of CSU.

Responsibilities

Significant Duties & Responsibilities include: The selected candidate will be responsible for strategic planning for LI to include program development, goal setting, and progress tracking to measure impact of efforts.; Communication, promotion, and enhancement of the Leadership Institute brand at speaking engagements, through attending events, by having a presence on campus, in in our community, and in other communities where LI has business.; Identification and pursuit of new business and maintaining contact with current and former clients in a variety of formats.; Track and evaluate operation and financial details.; Creation, coordination, and management of certification programs.; Pursuing certifications and professional development opportunities that will enhance the effectiveness and credibility of LI.; Monitor Georgia Marketplace for state RFPs/RFQs of which LI could respond.; Pursue grant opportunities.; Supervise & support internal L.I.V.E CSU programs through facilitation and ensure alignment with university mission and goals.; Provide executive coaching to both internal and external clients.; Leadership Development session creation and facilitation ' of current topics and new emerging topics in leadership.; Work with the Assistant Director of Client Engagement and Business Development on client proposals, budgeting, pricing, marketing, social media content/presence, recruiting of consultants, annual reports, and other special projects.; Supervise and evaluate all Leadership Institute staff.; Continuously evaluate the products and services offered by the Leadership Institute to ensure LI stays ahead of trends and changes in leaderships.; Collect and evaluate data gathered from clients to improve the effectiveness of LI offerings.; Attend and present at industry conferences on the work of LI.; Conduct research, or use current data to produce white papers in relation to any service lines offered by LI.; Pursue partnerships with other institutions that would enhance LI offerings.; Oversee LI led events.

Required Qualifications

Required Qualifications include: Minimum qualifications include a master's degree in Organizational Development, Communication, Business, or related field.; Minimum of five years' experience in developing, coordinating, and delivering professional development programming.; A

successful track record of at leave five years' experience in responsible leadership positions.; Is a certified Executive Coach.; Holds certification(s) in personality assessments such as DISC, Emergenetics, MBTI, StrengthsFinder, or the like.

Preferred Qualifications

Preferred Qualifications include: Experience in higher education and/or the running of a for-profit business preferred.

Proposed Salary

The proposed annualized salary range for this position is $78,162 - $86,432 and includes full benefits.

Knowledge, Skills, & Abilities

Knowledge, Skills, & Abilities include: In depth knowledge of leadership development.; Experience running a for-profit business.; Experience working with faculty and staff in a higher education setting.; Experience in curriculum development, facilitation, public speaking.; Highly developed communication and relationship building skills to interact positively, cooperatively, and collaboratively with internal and external stakeholders.; Strong problem-solving and creative thinking skills.; Excellent writing and communication skills.; Strong analytical and organizational skills.; Ability to travel to clients in a variety of locations.

Contact Information

If you have any questions, please contact Shana Young, Hiring Manager, via email at mailto:young_shana@columbusstate.edu .

USG Core Values

The University System of Georgia is comprised of our 26 institutions of higher education and learning as well as the System Office. Our USG Statement of Core Values are Integrity, Excellence, Accountability, and Respect. These values serve as the foundation for all that we do as an organization, and each USG community member is responsible for demonstrating and upholding these standards. More details on the USG Statement of Core Values and Code of Conduct are available in USG Board Policy 8.2.18.1.2 and can be found on-line at https://www.usg.edu/policymanual/section8/C224/#p8.2.18_personnel_conduct .

Additionally, USG supports Freedom of Expression as stated in Board Policy 6.5 Freedom of Expression and Academic Freedom found on-line at https://www.usg.edu/policymanual/section6/C2653 .

Conditions of Employment

All selected candidates are required to submit and successfully pass a background investigation to include reference checks and verification of academic credentials (if applicable). Other additional requirements may be required based upon specific position duties:

• A credit check completed for Positions of Trust and or approved departmental Purchase Card usage;

• Pre-employment drug testing for positions with high-risk responsibilities.

• Motor vehicle reports are required for positions that are required to drive a Columbus State University fleet vehicle or other vehicle designated as a fleet vehicle. A successful drug screening will be required as a condition of employment a randomly thereafter.

*Applicants for positions of trust may be asked to disclose criminal record history during the initial screening process and prior to a conditional offer of employment. *

For Faculty Hires: Final candidates will be required to provide proof of completed academic degree(s) as well as post-secondary coursework in the form of original transcript(s). Those candidates trained by a foreign institution will also be required to provide an educational/credential evaluation.

All employees are responsible for ensuring the confidentiality, availability, and integrity of sensitive information by exercising sound judgment and adhering to cybersecurity and privacy policies during their employment and beyond. Additionally, all members of the USG community must adhere to the https://www.usg.edu/hr/mission must also be aware of and comply with the Board of Regents policies on https://www.usg.edu/policymanual/section6/C2653

Equal Employment Opportunity

Columbus State University is proud to be an equal employment, equal access, and equal educational opportunity institution. It is the policy of our institution to recruit, hire, train, promote and educate persons without regard to race, color, national or ethnical origin, age, disability, gender, religion, sexual orientation, gender identity or veteran status as required by applicable state and federal laws.

Other Information

This is a supervisory position.

This position has financial responsibilities.

This position will be required to drive.

This role is considered a position of trust.

This position does not require a purchasing card (P-Card).

This position will travel

This position does not require security clearance.

Background Check

• Position of Trust + Credit+ Education

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