

# **The University of Iowa**

## **Tippie School of Management**

### **Assistant Dean, Full-time MBA Program**

As leader of a highly ranked and quality Full-time MBA program, this position offers exciting challenges and professional rewards. Leading in a culture that embodies Tippie's I<sup>3</sup> core values – where Impact, Innovation and Integrity are at the forefront of all activity – the environment is dynamic, fast-paced and stimulating. Join our team and be prepared to embrace new approaches and continuous improvement, directing a team of professionals in a culture of optimism, collaboration and proactive problem-solving.

#### **BASIC FUNCTION AND RESPONSIBILITY**

The Full-time MBA Program Assistant Dean is responsible for the management, operation, and delivery of the Full-time MBA Program within the Tippie School of Management. The individual directs a comprehensive set of program functions including program planning and strategy implementation, student recruitment/admissions and financial aid, the student experience, student satisfaction and outcomes, financial oversight and budgeting, career and corporate development, alumni relationship management, and management of the Full-time MBA team. The Assistant Dean manages a complex program with multiple constituents and works collaboratively with the career academies, the Business Solutions Center - Tippie's consulting arm, faculty, departmental executive officers, and other business school units to deliver a ranked MBA program that prepares students for career success.

#### **POSITION QUALIFICATIONS**

Required Qualifications:

- Demonstrated experience in developing and executing a strategic and tactical plan with a results focus.
- Demonstrated leadership aligned with Tippie's core values of impact, innovation, and integrity.
- A Master's degree or an equivalent combination of education and experience is required.
- A minimum of 3-5 years of academic program management experience or equivalent in a business or academic setting.
- Demonstrated success in motivating a team of professionals.
- Demonstrated global perspective and experience in working in a culturally diverse environment.
- Strong interpersonal and relationship building skills and demonstrated application within the business community.
- Experience in creating and managing budgets.
- Superior oral and written communication skills.

Desired Qualifications:

- Demonstrated success in managing a nationally ranked graduate program.
- Six plus years of academic program management experience or equivalent in a business or academic setting.
- MBA from an AACSB accredited business school.

#### **DETAILED CHARACTERISTIC DUTIES AND RESPONSIBILITIES**

##### **Program Planning and Budgeting**

- Prepare Full-time MBA Program strategic and annual plans.
- Create, manage, and monitor the Full-time MBA Program budget.

##### **Program Management**

- Lead the vision and associated implementation strategies for the Full-time MBA Program. Includes oversight of the following functions and the teams who execute those functions:

**Student Recruiting, Admissions, Financial Aid, and Marketing**

- Oversee the Director of Admissions and Financial Aid and team, who manage the admissions and financial aid functions to achieve desired class profile that includes diversity, academic excellence, quality employment experience, and overall core values consistent with those of the Tippie MBA Program. Manage the development and implementation of the overall marketing plan to recruit the highest quality students to the program.

**Student Experience**

- Oversee the Director of Student Services and team to create and manage student service activities including student organizations, case competitions, cultural events, executive speakers, orientation, academic advising, course scheduling, academic progress monitoring, and honor code enforcement and associated Judicial Board.

**Career Services**

- Oversee the Director of MBA Career Services and team, delivering a full suite of career development services for students in all MBA programs in the School of Management. Significant focus is placed on support for Full-time MBA students in securing internships and permanent offers. Direct the corporate development plan and its implementation to lead to strong ties and partnerships with the MBA employer community.
- Partner with the Career Academy directors to ensure the academies provide robust developmental training, transformational coaching and mentoring, relevant experiential learning, and strong linkages to the business community.
- Partner with the Business Solutions Center directors to provide experiential learning projects that build MBA-level skills in student participants that are relevant and required by the business community.

**Management of the Full-time MBA Team**

- Manage a high-performing team to drive programmatic results and support staff in their growth and development as individuals.

**Alumni and Business Community Engagement**

- Develop and maintain relationships with the alumni and employer communities. Implement activities, events, and communications to create engagement.

**Other**

- Support the Associate Dean in on-going program curricular reviews and benchmarking studies. Assist in the implementation of approved curricular changes.
- In conjunction with the Senior Assistant Dean, manage the Assurance of Learning processes for the Full-time MBA Program.
- Represent the Full-time MBA program at School of Management and collegiate events including advisory council meetings, guest speaker events and community activities.

**UNIVERSAL QUALIFICATIONS**

- Collaboration and Embracing Diversity
  - Ability to work with a variety of individuals and groups in a constructive and civil manner while appreciating the unique contribution of individuals from varied cultures, nationalities, genders, ages, etc.
- Positive Impact/Achieving Results
  - Ability to utilize assigned resources and leverage existing resources to achieve or exceed desired outcomes.
- Service Excellence/Customer Focus
  - Ability to meet or exceed customer service needs and expectations.

**SUPERVISION RECEIVED**

This position reports to the Associate Dean of the Tippie School of Management.

**SUPERVISION EXERCISED**

Functional supervision is exercised for designated professional and support staff as well as graduate assistants.