**Director, Executive MBA Program Standard Job Description**

**Classification Title:** Director, Executive MBA Program

**FLSA Exemption Status:**Exempt

**Pay Grade:** Commensurate

**Job Description Summary:**

The Director of the Executive MBA Program, under general direction, provides strategic direction, leadership, planning, and operations of the Executive MBA (EMBA) program. Serves as primary liaison and spokesperson for the EMBA program and oversees recruiting and retention of the highest quality EMBA program participants.

**Essential Duties and Responsibilities:**

**40% Program Management and Supervision**

* Supervises staff of the EMBA program office.
* Oversees the preparation and administration of the annual budget.
* Supervises EMBA services, classes, and facilities.
* Coordinates recruitment efforts and manages the selection of potential participants.
* Develops and maintains relationships with EMBA program participants and organizations.

**20% Program Communication and Promotion**

* Conducts public information sessions about the EMBA program.
* Manages program communications and promotional efforts.
* Represents and promotes the EMBA program to external organizations.

**10% Budget and Resource Allocation**

* Directs the preparation and administration of the annual budget.

**10% Recruitment and Selection**

* Sets recruitment goals and monitors the selection process for potential participants.

**20% Duty Title (for the department's use)**

* Remaining Percentage Can Be Determined by Department to Meet Business Needs or Can Be Incorporated into Percentages Above.

**Qualifications:**

**Required Education:**

* Bachelor’s degree in applicable field or equivalent combination of education and experience.

**Required Experience:**

* Ten years of related experience in administration or program management, including some Executive MBA program experience.

**Required Licenses and Certifications:**

* None

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

* Ability to multitask and work cooperatively with others.

**Additional Information:**

**Machines and Equipment:**

* Telephone
* Computer

**Physical Requirements:**

* None

**Other Requirements and Factors:**

* This position is security sensitive
* This position requires compliance with state and federal laws/codes and Texas A&M University System/TAMU policies, regulations, rules and procedures
* All tasks and job responsibilities must be performed safely without injury to self or others in compliance with System and University safety requirements

**Is this role ORP Eligible? If so, it needs to meet the criteria on the** [**Rules and Regulations of the Texas Higher Education Coordinating Board**](https://reportcenter.highered.texas.gov/reports/data/user-friendly-version-of-ch-25/)**.**

[ ]  **Yes**

[x]  **No**

**Does this classification have the ability to work from an alternative work location?**

[ ]  **Yes**

[x]  **No**