

Posting #21-102EM

Master of Business Administration Program Director Faculty of Business and Economics Regular, Full-time

Purpose

The UNBC Faculty of Business and Economics' (FBE) Master of Business Administration (MBA) is currently designed to provide participants with knowledge and skills related to management of business grounded in an understanding of working in the North. Moving forward, however, the FBE is leading the University in delivering on its strategic mandate of being Canada's Green University, which will come to represent a differentiating theme of the program. While the MBA program structure will continue to provide participants with increased knowledge and skills related to the world of business practice and of their own personal, interpersonal and professional skills, the future of the program depends upon the ability to deliver an enhanced understanding of sustainable business practices as they relate to people, place, and profit. Working with the Dean and Chairs in the FBE's MBA Program, the Director will play a key role in this strategic refocusing of the MBA program.

Responsibilities

Under the general direction of the Dean, the Director of the MBA Program is responsible for providing strategic leadership, management, and oversight for the MBA Program. Responsibilities include community engagement, recruiting, admissions, program management, and delivery.

- Lead the School's MBA Program in line with its current and evolving mission and goals.
- Represent the MBA Program in interactions with the corporate community, alumni, and current and prospective MBA students.
- Drive program marketing, recruitment, and enrollment of qualified students for the program to achieve annual goals as established by the Dean's office.
- Collaborate with the Office of Graduate Administration on the recruitment and admission of MBA students. Conduct open houses, meet with prospective students, and serve as spokesperson for recruitment activities.
- Work with the chairs of the School of Business and the School of Economics to oversee faculty recruitment for MBA courses.
- Oversee budgets and operations and manage financial performance of the MBA program.
- Collaborate with the program and curriculum chairs in assessment and accreditation processes of the MBA Program. Support the Dean in all rankings activities and work to strategically identify and use those metrics that will enhance our program's reputation.
- Oversee and direct program management and deliver an outstanding MBA-level student experience from orientation through graduation.
- Collaborate with the Dean and MBA faculty to facilitate curriculum and course development in the MBA program.

- Collaborate with the Dean, Manager of Graduate Programs, faculty, and other members of the university community to identify, develop and implement key MBA initiatives and programs.
- Develop and lead the delivery of a comprehensive academic advising strategy that supports all MBA students' personal and professional goals

Qualifications

The successful candidate will, at minimum, possess a business-related Degree with, at least three (3) years of related MBA program experience or seven (7) years of work experience in management and/or senior staff/professional positions in complex organizations following graduation. Additionally, the successful candidate will have the ability to deliver on key UNBC accountabilities of strategic and operational planning, people and change leadership, financial and resource management, and risk management.

Preferably, the successful candidate will possess an MBA or other relevant post graduate degree and/or a combination of academic and senior program management experience such that the individual will have recognition and credibility with students, faculty, alumni, and the general business community. A minimum of three (3) years of experience in program development and administration preferably within a graduate business school/university community is preferred as well. Additionally, the successful candidate will be a strategic thinker with evidence of successful implementation, proven marketing and networking talents, and exceptional communication and interpersonal skills.

Required knowledge, skills and abilities include, but are not limited to:

- Knowledge of MBA markets, rankings, leading practices, and accreditation standards.
- Highly effective communicator, both in writing and speaking, with an ability to inspire students, faculty, and business partners.
- Proven marketing and networking ability.
- Ability to work collaboratively in teams with faculty, and staff, as well as with colleagues across the campus community and business community.
- Financial management, marketing, and training and development knowledge desirable, as is experience in a highly dynamic and competitive environment.
- Ability to focus on actions and outcomes, with a strong level of energy and drive.
- Ability to work independently, multi-task, and prioritize responsibilities.

Salary

Salary will be commensurate with education and experience.

UNBC offers employee tuition waivers (includes spouse and dependents), excellent benefit and pension packages, as well as employee training and development opportunities. For more details please see <http://www.unbc.ca/human-resources/employee-benefits>.

Normal hours of work will be 8:30 am – 4:30 pm Monday – Friday.

About the Community

Since its founding in 1990, the University of Northern British Columbia (UNBC) has emerged as one of Canada's best small research-intensive universities, with a passion for teaching, discovery, people, and the North. Located on the traditional unceded territory of the Lheidli T'enneh, in the spectacular landscape near the geographic centre of beautiful British Columbia, UNBC's excellence is derived from community-inspired research, hands-on learning, and alumni who are leading change around the world.

For the past 10 years, UNBC has placed in the top three in its category in the annual Maclean's university rankings, the only University of its size to achieve that feat. UNBC also recently placed among the top four per cent of higher education institutions worldwide by the Times Higher Education World University Rankings.

With a diverse student population, the University is friendly, inclusive, and supportive. Prince George is a city of ~74,000 people with impressive cultural, educational, and recreational amenities. For more information about living and working in Prince George, please refer to <http://www.unbc.ca/experience> and <https://moveupprincegeorge.ca>. Make your mark with this leading post-secondary institution.

To Apply

Please forward your resume and proof of education quoting competition **#21-102EM** to:

Human Resources, University of Northern British Columbia,
3333 University Way, Prince George, BC, V2N 4Z9

Email submissions: HRecruit@unbc.ca
Inquiries: (250) 960-5521

All qualified candidates are encouraged to apply; however, Canadians and permanent residents will be given priority. The University of Northern British Columbia is committed to employment equity and encourages applications from women, aboriginal peoples, persons with disabilities and members of visible minorities.

We thank all applicants for their interest in UNBC however, only those applicants selected for further consideration will be contacted.

Priority will be given to applications received by Tuesday, August 31, 2021. Applications will be accepted until the position is filled.