



POSITION ANNOUNCEMENT

Position: MBA DIRECTOR
Department: Falls School of Business
Reports to: Dean, Falls School of Business

Responsibilities:

Applications are being accepted for the MBA Director position in the Anderson University Falls School of Business. This position gives leadership to all MBA programs. Responsibilities include:

- Create and administer a strategic plan to grow student enrollment and retention in collaboration with Enrollment Management and Marketing & Communication.
- Lead corporate development and relationship management with regional employers and professional networks.
- Participate with Alumni Relations to strengthen MBA alumni relations and involvement.
- Serve as principal program representative to potential applicants, current students and the general public regarding program policies, procedures, requirements and goals.
- Compile and analyzes data to aid in evaluating student progress and program effectiveness.
- Develop and manage the annual budget and marketing plan.
- Coordinate and publicizes all program activities, including orientation, graduation, annual dinners, placement activities, etc.

The Falls School of Business (FSB): The FSB is a vibrant learning community providing experiential, hands-on entrepreneurial-based education that prepares students for success in the ever-changing dynamics of today's global marketplace. As a top-ranked business school, the FSB has grown to over 200 under-graduate students, over 100 MBA students and over 50 doctoral students. In addition to an undergraduate program that offers eight majors and a business doctoral program that is nationally ranked, the FSB offers the MBA degree in 3 formats –an online program, an on-site evening program, and an on-site residential, one-year daytime program. Historically, the graduate business programs at Anderson University have been ranked in the top 6 or 7 in the State of Indiana in enrollment.

Qualifications:

Candidates should have an MBA degree, practical experience, strong interpersonal skills, effective communication skills, and a good manager of systems. Must have an interest in joining an ACBSP accredited program that emphasizes excellence, professionalism, and experiential learning. Available immediately, the position will be filled by an energetic individual who will join a business school with a vision to develop leaders with Christian values and excellent business expertise. Must meet university lifestyle expectations.

Reporting directly to the Dean of the Falls School of Business, the support team includes the MBA Graduate Program Coordinator, and support from other non-direct reporting roles. While driving student growth is a goal for this role, direct recruiting is led by a centralized university recruiting staff. Partnership with the recruiting team is vital to healthy growth.

Benefits: This is a full-time position. Eligibility for university benefits.

Position Available: Immediately. Review of candidates will begin immediately and continue until the position is filled.

Qualified and interested candidates should submit a letter of interest, resume and [employment application](#) to staffjobs@anderson.edu. Final candidates are expected to provide an official transcript. Persons with an application on file or qualified university employees may submit a letter of interest to staffjobs@anderson.edu. Current employees are also expected to notify their supervisor of interest in this position. Background check is required.

[Anderson University](#) is on a [mission](#) to educate students for lives of faith and service, offering more than [60 undergraduate majors](#), [30 three-year degrees](#), [20 NCAA Division III intercollegiate sports](#), alongside [adult](#) and [graduate](#) programs. The private, liberal arts institution is fully [accredited](#) and recognized among top colleges for its [business](#), [computer science](#), [cybersecurity](#), [dance](#), [engineering](#), [nursing](#), and [teacher education](#) programs. Anderson University was established in 1917 in Anderson, Indiana, by the [Church of God](#).

AU is an equal opportunity employer. Persons who bring diversity are encouraged to apply. Anderson University complies with federal and state requirements for non-discrimination in employment with regard to sex, age, race, color, disability, and national and ethnic origin.