POSITION TITLE: MBA Program Advisor

CONTEXT OF THE JOB:

Under the general direction of the Senior Associate Dean – Academic Programs and the Senior Assistant Dean – Graduate Program Services, the MBA Program Advisor will develop, implement, coordinate, and monitor student services for the MBA program, act as the primary contact for current students, and coordinate with graduate faculty, Department Chairs to ensure effective program delivery.

This is a non-benefitted part-time position (25-28 hour/week), typically between 9a-6p, Monday-Friday. Specific hours have some flexibility.

MAJOR RESPONSIBILITIES:

• Advise students on class scheduling issues, ensure each student is registered in the appropriate classes.
• Respond to inquiries, investigate and resolve problems related to the MBA program; serve as liaison with academic departments or units in the resolution of day-to-day operational issues.
• Work with Department Chairs, Assistant Dean, and Faculty Director to schedule and staff MBA courses, providing in-depth student needs analysis to support the scheduling requests.
• Confer with the MBA Faculty Director and MBA Committee to determine curriculum enhancements and new program features.
• Manage MBA degree "check out."
• Supervise graduate assistant and work-study students assigned to the MBA program.
• Responsible for the effective communication of program events, changes, etc., to students, faculty and administration.
• Represent the organization at various events-promote existing and new programs.
• Ensure students are in compliance with all university policies and have access to all university

QUALIFICATIONS:

• Bachelor's degree, MBA preferred, with three years of related administrative or operational experience.
• Knowledge of MBA program curricula and University's policies and procedures.
• Effective interpersonal, oral and written communications skills.
• Effective organizational and analytical skills.
• Ability to work efficiently with the University's computer systems and Microsoft Windows Office Suite.

TO APPLY:

Please send resume, one page cover letter, and three references with names, telephone numbers and addresses to Michele Pepitone at micpep@udel.edu latest by July 31, 2019.

In your submission, include any scheduling considerations that affect your daily, monthly and seasonal availability for work. The University of Delaware is an Equal Opportunity Employer which encourages applications from Minority Group Members, Women, Individuals with Disabilities and Veterans. The University's Notice of Non-Discrimination can be found at http://www.udel.edu/aboutus/legalnotices.html.