POSITION ANNOUNCEMENT

Academic Program Department Director

UCLA Extension, a global leader in professional and continuing higher education, seeks an innovative and entrepreneurial leader to serve as Director of the Department of Business, Management and Legal Programs (Job Code BM11).

Reporting to the Dean, the Director will be part of a senior academic team and will oversee a large portfolio of degree credit, professional credit, and non credit classes that span broad subject areas, including financial services, leadership and management, marketing, entrepreneurship, international trade, paralegal studies, among others. The Department currently offers 25 separate programs and a wide array of profession credit and degree credit courses per year, with 15,000 enrollments, an annual budget of 8 million and 28 staff FTE.

The Academic Department Director position requires a combination of academic expertise and administrative management skills that encompass: strategic planning; program needs assessment; academic program development and implementation; instructor recruitment and hiring; program budget and financial management; management of a high performing team; program and instructor assessment; communication and collaboration with UCLA faculty, community outreach; and advising on marketing and other promotional activities.

Candidates must have experience in an academic environment and be committed to the highest level of academic standards and integrity. Excellent interpersonal/written/verbal communication skills and management experience also are essential. Familiarity with educational methods and technologies in traditional classroom settings and online delivery is preferred. This position requires an MBA and/or an advanced degree in business, management or marketing field. A doctoral degree in a related discipline is desirable.

Serving a vital community outreach and engagement role for the UCLA campus, UCLA Extension is the largest organization of its type in California and is considered to be one of the top 10 programs in the US. UCLA Extension is entirely self-supporting, receiving no state or campus funding for its operations.

Salary Range: $90K – 110K depending on experience and qualifications. The University offers excellent benefits including full health, dental, vision, and retirement plan. For more information about UCLA Extension, please visit www.uclaextension.edu.

Please submit resume and cover letter (including Job Code BM11) to:

Joan Kollar, UCLA Extension Director of Human Resources
10995 Le Conte Ave., Suite 629
Los Angeles, CA 90024-2883 or e-mail: resumes@uclaextension.edu or Fax: (310) 206-4629

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