



Executive Director, Center of Online Learning and Associate Dean, Online Programs

The Raymond A. Mason School of Business at William and Mary seeks a dynamic and entrepreneurial individual to serve as its inaugural Executive Director, Center of Online Learning and Associate Dean, Online Programs. The Executive Director and Associate Dean position represents a unique opportunity to serve in a leadership role in the vibrant environment of a top-tier business school at one of the nation's most historic and premier universities. Within the hub of high-quality undergraduate and graduate programs, strategic centers, and exciting executive partners, the Mason School's online programs represent the next generation of educational innovation. The Executive Director and Associate Dean will provide leadership for the vision, strategic planning, and management of quality online academic programming for graduate programs and continuing professional education.

Responsibilities of the Executive Director and Associate Dean will include:

- Provide innovative leadership and vision to drive significant expansion of the Mason School's portfolio of online programs to meet the needs of a wide range of learners;
- Develop and implement strategies that position the school for a high-quality, scalable, and financially sustainable online portfolio that leverages the unique strengths of the Mason School and its faculty;
- Develop relationships and communications strategies to effectively collaborate with alumni, faculty, staff, students, and the William and Mary community;
- Coordinate all aspects of the online center and programs for a seamless and efficient student experience, working with staff to continuously improve the quality of online course design, faculty support, and technology;
- Strategically expand the school's online brand, marketing reach, and programmatic impact;
- Execute initiatives related to building strategic partnerships, identifying and implementing new programs, and managing the budget, recruitment, marketing, and admissions in support of online enrollment goals.

Qualifications

The Executive Director and Associate Dean will have a Master's degree (MBA preferred) with extensive and progressive leadership experience in the area of online programs and management of academic centers. The successful candidate will have experience in strategic planning and implementation for online program growth and the ability to provide vision and leadership for developing strategic initiatives and partnerships; experience with project management and resource allocation; and a record of achievement in program development, policy formulation, strategic planning, and day-to-day oversight of programs and staff. Demonstrated experience with university policies, procedures, and leadership is strongly preferred. Experience in a Business School environment is a plus.

Minimum Qualifications:

- 10 years of related professional work experience with both online programs and center operations and management;
- Demonstrated leadership skills, including strong administrative, personnel and budget management, organization, and project planning skills.
- Demonstrated ability to work collaboratively and productively with faculty and academic program leadership and to foster strong working relationships with a wide variety of stakeholders throughout the academic community;
- Strong proficiency and technical knowledge of online Learning Management Systems (LMS) used in higher education;
- Comprehensive knowledge of instructional design theories and methodologies, cross-platform networks, and current software applications for synchronous/asynchronous course content delivery.

Desired Characteristics:

- Entrepreneurial leader with track record of successful online expansion;
- Confident, articulate, and professional speaking abilities;
- Able to flourish in a fast-paced, ever-changing environment while exercising strong conceptual, analytical, and critical thinking skills;
- Team builder committed to establishing and cultivating a positive and harmonious work environment with a diverse population of stakeholders;
- Experience in working with online technology support partners;
- Familiarity with national standards for quality online teaching;
- Familiarity and facility in the use of data to drive decisions and program improvement;
- Ability to balance realistic expectations with strategic drive for expansion and improvement with all academic units across the school to develop, promote, and administer high quality online courses and degree programs.

Nomination and Application Process

This search is being assisted by Academic Search, Inc. More information can be found under “Current Searches” at www.academic-search.com. The position will remain open until filled, but only applications received by March 15, 2019 can be assured full consideration. Nominators and prospective candidates should arrange a confidential discussion about this opportunity by contacting Jerry Israel at jmi@academic-search.com or Bethany Zecher Sutton at bsz@academic-search.com

Prospective candidates, after discussion with Academic Search, will be invited to submit their materials for consideration by the selection committee by visiting the William & Mary employment web site and creating an application. Please submit a cover letter and CV to WMDirAssocDean@academic-search.com to initiate the review process.

William & Mary values diversity and invites applications from underrepresented groups who will enrich the research, teaching, and service missions of the university. The University is an Equal Opportunity/Affirmative Action employer and encourages applications from women, minorities, protected veterans, and individuals with disabilities.