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Assistant Director, Global Degree & Executive Education Programs

2020-7151

3 months ago

US-NY-New York **Department** Executive Programs **School/Division** Stern School of Business (SB1071) **Compensation Grade** Band 52

Union N/A **FT/PT** Full-Time **Category** Academic Program Support

Position Summary

NYU's prestigious Leonard N. Stern School of Business has a challenging opportunity for an Assistant Director of Global Degree & Executive Education Programs. The Assistant Director will support the Director of Global Degree Programs and Executive Education in all aspects of operations and preparation for NYU Stern's global degree and executive education programs, including: TRIUM Executive MBA, MS in Global Finance, MS in Risk Management, MS in Business Analytics, Custom Executive Education and Short Courses. S/he will ensure the smooth delivery of all global degree and executive education programs for modules and special events held at NYU Stern. The Assistant Director will work closely with program participants, faculty and administrative teams from the global degree partner institutions as well as on-campus support staff and external vendors.

Qualifications

Candidates will have a Bachelor's degree along with a minimum of 3 years' professional level experience in special events, relationship building, higher education, strategic planning, and project management or the equivalent combination of education and experience. Excellent problem solving, interpersonal, communication, and strategic planning skills are essential. The selected candidate will have a proven ability to multi-task and work with individuals at all levels of an organization, including senior executive groups. Candidates with related experience in professional services or a corporate setting are preferred. Experience working with projects that have a global scope and proficiency in database management and Excel are also preferred.

Additional Information

New York University Stern School of Business, located in the heart of Greenwich Village and deeply connected with the City for which it is named, is one of the nation's premier management education schools and research centers. NYU Stern offers a broad portfolio of transformational programs at the graduate, undergraduate and executive levels, all of them enriched by the dynamism and deep resources of one of the world's business capitals. NYU Stern is a community that fosters inclusion, belonging, diversity and equity, and inspires its members to embrace change in a globally changing world. We offer a collegial and supportive culture, an excellent benefits package, which includes NYU tuition reimbursement, generous vacation, health, and retirement plans. For more information about working at NYU and to apply for this position online (2020-7151) please visit our web site at: <http://www.nyu.edu/about/careers-at-nyu.html>. In your cover letter, please indicate where you learned about this opportunity. We accept online applications only.

EOE/AA/Minorities/Females/Vet/Disabled/Sexual Orientation/Gender Identity

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