

Director, Academic Affairs & Advising

2019-6895

4 months ago

US-NY-New York **Department** MBA Admissions and Financial Aid **School/Division** Stern School of Business (SB1071)**Compensation Grade** Band 54 **Union** N/A **FT/PT** Full-Time **Category** Student Services/Athletics

Position Summary

NYU's Stern School of Business has an exciting opportunity for a Director, Academic Affairs & Advising. The Director will direct all aspects of academic affairs and academic programming across all new and existing graduate programs. S/he will oversee academic and program operations for all MBA, dual degree, and MSA programs. The Director will evaluate, develop, and recommend new policies and programs to support the student academic experience and manage all academic progress across the graduate programs. The Director will represent the department at key internal and external meetings and lead the advising function for all new programs and curricular enhancements, provide executive summary reports and presentations to senior school administration, and supervise and develop employees. The Director will also assist the Senior Associate Dean with special projects.

Qualifications

The successful candidate will have a bachelor's degree (master's degree preferred) along with 7 years of relevant experience providing academic affairs and advising services, including counseling, advising, and staff supervision, or an equivalent combination of education and experience. The selected candidate will be a strong communicator with excellent interpersonal and organizational skills.

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 (2019-6895) 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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