Undergraduate Program Director, School of Business

Company:
Milwaukee School of Engineering

Location:
United States / Milwaukee, WI

Discipline:

Employment Type:
Permanent Full-time

Posted:
17/09/2024

Contact Person:
If you wish to apply for this position, please specify that you saw it on AKADEUS.

Who We Are

Milwaukee School of Engineering (MSOE) is an academic institution intrinsically tied to the real world—a confluence of industry knowledge, work ethic and an enduring desire to know more. The university offers bachelor's and master's degrees in engineering, computer science, machine learning, user experience, construction management, actuarial science, business and nursing. With about 3,000 students, faculty and staff, MSOE is large enough for big opportunities and small enough for personal attention.

A Small University Dedicated to Achieving Big Things

MSOE is a supportive environment where everyone is valued. Our method of learning by doing is our distinction: it is how we teach, how we learn and how we serve. Faculty bring their real-world experience into the classroom, and small class sizes keep instructors in close contact with students. MSOE's top priority is serving our students. By joining our community, you are building the leaders of tomorrow.

Our Mission

MSOE is the university of choice for those seeking an inclusive community of experiential learners driven to solve the complex challenges of today and tomorrow. We are united by our six values—collaboration, excellence, inclusion, innovation, integrity and stewardship—which represent the core of our campus culture. Under the leadership of Dr. John Walz, MSOE has embarked on an ambitious strategic plan, *Extraordinary Together*,

that propels the institution forward. MSOE fosters a welcoming and inclusive environment where diversity, equity, inclusion and belonging (DEIB) are central to all campus initiatives and guided by our [DEIB Strategic Plan](#).

Milwaukee School of Engineering (MSOE) invites applications for a full-time Undergraduate Program Director to join our School of Business Department. The **Undergraduate Program Director** is responsible for the leadership and oversight of undergraduate business programs, with a focus on integrating AI, analytics, and technology further into the curriculum. This role involves enhancing business programs to align with a STEM focus, ensuring that in the future students develop essential coding skills and understand technology applications in business. The Program Director reports to the Chair of the department, who has overall responsibility for the business school.

Key responsibilities include teaching, mentoring faculty, producing, and managing program and institutional assessment data reports, and leading continuous improvement efforts, and helping to drive student enrollment. The Program Director will prepare accreditation self-study materials, track student cohorts, ensure adequate advising, and collaborate with the business school Chair, faculty, and staff to determine resource requirements, including class scheduling. Effective communication with students regarding academic progression is essential.

The ideal candidate will possess a terminal degree in Business or a related field, with progressive experience in academic leadership. They should have a strong interest in AI and be prepared to mentor faculty across business disciplines to become more competent in this area and encouraging interdisciplinary teaching and research. The role requires strong strategic thinking and leadership skills, excellent communication and interpersonal skills, and proficiency in utilizing modern educational technology and teaching methodologies.

The Program Director will teach courses using best-practice teaching strategies, mentor faculty in the intersection of business, AI, analytics, and emerging technologies, and drive faculty development initiatives focused on tech-centric teaching methods and curricula. They will also engage in professional development, conduct scholarly activities aligned with professional interests and teaching responsibilities, and lead accreditation efforts to ensure the curriculum meets the highest quality standards.

Essential Duties and Responsibilities

Program Leadership and Oversight

- Strategically expand and enhance business programs to align with the university's STEM focus, incorporating elements of AI, analytics, and coding.
- Collaborate with faculty to integrate a technology-focused business education, ensuring all students develop coding skills and understand technology applications in business.
- Develop and implement strategies to increase program enrollment in partnership with enrollment and marketing departments.

- Produce and manage program and institutional assessment data reports to ensure the curriculum meets constituent needs and national accreditation standards.
- Track student cohorts, ensure adequate advising, and lead continuous improvement efforts in the undergraduate business programs.
- Prepare accreditation self-study materials.
- Collaborate with the business school chair, faculty, and staff to determine resource requirements, including class scheduling, and mentor program coordinators and faculty.
- Communicate with students regarding academic progression.

Teaching and Faculty Engagement

- Teach courses using best-practice teaching strategies.
- Mentor faculty in the intersection of business, AI, analytics, and emerging technologies, encouraging interdisciplinary teaching and research.
- Drive faculty development initiatives focused on tech-centric teaching methods and curricula.
- Engage in professional development to enhance teaching effectiveness and maintain currency in the discipline.
- Conduct scholarly activities aligned with professional interests and teaching responsibilities.

Assessment and Continuous Improvement

- Lead accreditation efforts, ensuring the curriculum meets the highest quality standards using data-driven approaches to assess program effectiveness and implement improvements.
- Monitor student success and engagement.

Administrative and Committee Participation

- Provide substantive input through representation and participation in committees, quality initiatives, assessment activities, and accreditation reviews.
- Actively participate in and lead committees supporting the mission of the business school and MSOE.
- Foster partnerships with engineering departments and external enterprises to enrich the curriculum and provide real-world learning opportunities.

This list of duties and responsibilities is not all-inclusive and may be expanded to include other duties and responsibilities as management may deem necessary from time to time.

Qualifications

- Terminal degree in Business or a related field from an accredited institution, or a terminal degree in a technical field complemented by an MBA and extensive business experience.
- Progressive experience in academic leadership with a desire to grow programming

with a business tech focus.
- Demonstrated enthusiasm for and commitment to a tech-oriented business education.
- Ability to inspire, engage, and collaborate effectively with stakeholders from diverse backgrounds.
- Strong strategic thinking and leadership skills, with the capacity to drive innovation and change.
- Excellent communication and interpersonal skills, adept at building relationships within a STEM-focused academic environment.
- Proficiency in utilizing modern educational technology and teaching methodologies.

Skills and Abilities

- Self-starter with a desire to build a strong academic program
- Student-focused
- Ability to maintain a flexible schedule
- Ability to work well with a variety of individuals in a professional, courteous and tactful manner
- Excellent verbal and written communication skills
- Strong organizational and problem-solving skills

Physical Demands

While performing the duties of this job, the employee is regularly required to sit, use hands, and talk or hear. The employee is occasionally required to walk and reach with hands and arms. Candidate is required to teach classes which will likely require standing for extended periods of time.

Work Environment

This job operates in a professional office environment. This role uses standard office equipment such as computers, phones, photocopiers, filing cabinets and fax machines. The role requires regular interaction with students, staff and faculty and time spent in a classroom environment.

Why Join MSOE?

At MSOE, we invest in our employees' professional and personal growth. MSOE offers very competitive, fully comprehensive benefit plans to all full-time employees including medical, dental, life, disability and vision insurance as well as a 403(b) retirement plan with company matching of up to 6% of employee earnings and immediate vesting. Educational benefits are available for employees and family members. Plus, employees have access to our state-of-the-art fitness center as well as on-site dining facilities. MSOE also offers paid parental leave for employees. Located in the heart of downtown Milwaukee, MSOE is just blocks away from beautiful lakefront, the theater district, museums, sports and music venues, parks and shopping. To view more detailed information about MSOE, please visit www.msoe.edu/hr

How to Apply

The review of applications will begin as they are received and continue until the position is filled. When applying, please upload a single PDF file under the "Resume Upload" section which includes: 1) a cover letter; 2) a curriculum vitae; 3) a teaching statement; 4) if available, evidence of successful teaching; and 5) contact information for three references.

The above statements reflect the general details necessary to describe the principle functions of the occupation described and shall not be construed as a detailed description of all the work requirements that may be inherent in the occupation. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

It is the policy of MSOE to provide equal employment opportunity to all individuals regardless of their race, ethnicity, color, creed, religion, sex, age, national origin, physical or mental disability, military and veteran status, sexual orientation, gender identity, genetic characteristics, marital status or any other characteristic protected by local, state or federal law. This policy applies to all jobs at the University and to all the terms, benefits, and conditions of employment/enrollment.

Job Code: 111

Apply now

Contact Person:
If you wish to apply for this position, please specify that you saw it on AKADEUS.