

Northeastern University

Executive Director - ADVANCE

Requisition Number: STFR005157

Division/College: Provost

Location: Boston Main Campus

Full-time/Part-time: Full Time

Responsibilities:

Implement and administer the vision, strategy, and goals of the ADVANCE Office of Faculty Development. Lead program strategy development, long-range planning, and partnership development. In addition to program administrative functions, this position is responsible for program design and development. May teach a course, seminar or workshop and supervise staff.

The Executive Director of the ADVANCE Office of Faculty Development oversees, directs and develops faculty development programs. The Executive Director collaborates across the university with faculty and university leadership to identify faculty development needs; guides and directs the enhancement of existing programs and the creation of new programs; develops and oversees the assessment and documentation of programs; collaborates with other universities to meet the office and university goals; and serves as a campus resource for faculty to assist in accomplishing personal, departmental, school and university goals. The Executive Director oversees administrative functions of the office, including program logistics; identifying, developing and coordinating potential funding sources to support faculty development and mentoring initiatives; supervision of staff; management of projects; fiscal activities; and is responsible for ensuring all office activities comply with university policies, procedures and guidelines. The Director reports directly to the Senior Vice Provost for Academic Affairs.

Qualifications:

- A Master's degree in a higher education, engineering, scientific field, or related STEM / Social Science field with a PhD in higher education preferred
- Evidence of research capability
- Ability to work with both faculty and administrators
- Ability to work with a variety of groups in an academic setting
- Ability to provide creative outreach to faculty
- Strong written and verbal communication skills
- Five to ten years of progressively responsible experience in program management including: with managing a team and supervising staff; experience with strategic planning and working with administrators; and faculty career development, institutional diversity initiatives, women's advancement initiatives, multicultural work environments, or similar programs
- Experience in organizational development in a non-profit or academic institution
- Experience conducting needs analyses to determine and understand organizational needs
- Strong planning and organizational skills
- Excellent communication skills
- Working knowledge of accounting, budget planning and financial forecasting

- Working knowledge of grants and contract administration
- Strong negotiation and effective interpersonal skills
- Solid analytical and problem solving skills
- Attention to detail and accuracy
- Strong expertise in business and management computer applications and databases
- Ability to multi-task and manage deadlines
- Subject matter expertise for area(s) of responsibility
- Able to keep abreast of research on universities and faculty

Additional Information:

To be considered for this position please visit our web site and apply on line at the following link:
<https://apptrkr.com/1415497>

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