CLARK ATLANTA UNIVERSITY
Job Description

Position Title: Associate Professor/Executive Director of Strategic Initiatives
Department: School of Business Administration
Reports To: Dean, School of Business Administration

The following statements are intended to describe the general nature and level of work to be performed and are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified. All duties listed are essential functions for the position. It is understood that other related duties may be assigned.

General Function (Description):

The position will fill tenure-track positions at the rank of Associate Professor. Candidates should have a demonstrated record or potential for publishing in top-tier academic journals in related areas, a strong commitment to excellence in teaching (evidenced by positive teaching evaluations, teaching awards, etc.), a commitment to serve as an undergraduate/graduate mentor and contribute to student growth and development through active involvement in student related activities (e.g., advising, working with student organizations).

The Associate Professor/Director of Strategic Initiatives reports to and work directly with the Dean responsible for developing and executing highly strategic, innovative, and collaborative plans to identify and engage in critical on-going initiatives and projects, especially the vulnerable areas that contribute to the sustainability of the business school (enrollment, programs, and partnerships). Serving as the liaison for the Dean to business school stakeholders, managing the periodic internal review process that ensures adherence to the accreditation standards. The Director will oversee the organizational strategy to secure the engagement of constituent and stakeholder groups, across the university and community driving for results that build opportunities for CAUSBA. The Director develops and establishes strategic partnerships with internal and external partners for organizational impact and growth. This role will be knowledgeable of a wide range of advocacy, government affairs, development, marketing, and programmatic skills, including the development and execution of partner support requirements via content, co-promotion, event activation, and partnership efficacy reporting. These skills will be essential to create short and long-term plans for the School of Business.

Examples of Duties and Responsibilities:

Associate Professor
- Teach undergraduate and graduate business courses
- Advise and mentor undergraduate and graduate students
- Conduct research leading to publications in reputable and refereed academic and professional journals in related fields
- Provides service to the department, school, university, and the profession

Strategic initiatives
- Leads strategic planning of projects and partnerships for the business school-wide programs and initiatives
- Leads strategies/programs for strategies related to setting and achieving business school goals
- Conceptualizes, implements, directs, and manages engagement initiatives that enhance and support corporate and community engagement priorities
- Serves as the strategic partner to the dean by providing updates and recommendations on critical initiatives or projects
- Lead the ideation, preparation, and delivery of tactical and strategic updates on initiatives, projects, and partnerships requested by the dean and other priority partners
- Assists business school stakeholders in driving projects through to completion.
Communicates and manages initiatives for the dean to assist in formulating and implementing policies and procedures.
Collaborates to produce and examine specified areas for the business school related to, but not limited to enrollment, online learning, specialized programs, and corporate/community partnerships on performance and core development metrics to effectively measure progress.
Plan and monitor the budgets as assigned for initiatives, projects, and partnerships.
Provides management processes to effectively enhance cultivation and solicitation of business school partnerships internal and external.
Develops awards and recognition to drive strategic development production of initiatives, projects, and partnerships (i.e., metrics, visits, proposals, etc.).
Establishes metrics and measures to evaluate progress of strategic initiatives and projects for goal completion.
Collaborates with Advancement to enhance cultivation strategies for top prospects and donors through high-level engagement programming that aligns with unit fundraising initiatives.
Provides guidance and direction to faculty and staff involved in engagement initiatives and programs.

**Knowledge, Skills and Abilities:**

- Minimum 5-7 years of experience supporting and interacting with upper administration in education administration, including Board of Trustees.
- Exceptional skills in the areas of interpersonal interactions, professional discretion, confidentiality, and accountability.
- High degree of initiative and strategic problem solving.
- Proven track record of partnership management/client service experience, including customizable programs and initiatives.
- Strategic and project management skills.
- High sense of individual accountability.
- Ability to set and manage expectations at all levels.
- Ability to work and thrive in a college and university environment.
- Strong interest in and understanding of CAUSBA’s mission.
- Excellent verbal and written communications, especially adept at developing and pitching persuasive development presentations and execution plans.
- Able to work effectively as part of a small, proactive team.
- Experience tracking key deliverables and following up on outstanding items.
- Organized multi-tasker who can manage competing priorities.
- Willingness to travel, when appropriate.

**Minimum Hiring Standards:**

<table>
<thead>
<tr>
<th>Education</th>
<th>Candidates must hold an earned doctorate in a business school discipline; preferably Management/Marketing or related discipline.</th>
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<tbody>
<tr>
<td>Years of Experience</td>
<td>3-5 years with relevant experience in area of specialization or combination of relevant education, training, and/or experience. 5-7 years of experience teaching at the appropriate college/university level.</td>
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<tr>
<td>Years of Management/Supervisor Experience</td>
<td>N/A</td>
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