RUTGERS

School of Communication and Information
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Director of Professional Development Studies

If you are an experienced educational leader with a track-record of developing new continuing education and alternative credentials programs and cultivating talent and innovation, we invite you to apply to become our next Director of Professional Development Studies. We offer a very collegial higher education environment and our location in the heart of the New Jersey-New York-Pennsylvania area where the best of city, suburban, shore, and rural environments are all within a short distance.

Rutgers, The State University of New Jersey, is a leading national research university and the state of New Jersey's preeminent public institution of higher education. Established in 1766, our community includes more than 66,000 students and 27,000 faculty and staff who learn, work, and serve the public at Rutgers locations across New Jersey and around the world.

The School of Communication and Information (SC&I) is a dynamic center of teaching and scholarship on the flagship Rutgers-New Brunswick campus. We offer educational programs in communication, information, information technology, public relations, media, and journalism.   We have a century-long history of innovation in teaching and an international reputation for scholarship that addresses contemporary societal problems.

SC&I seeks a Director of Professional Development Studies who will lead all continuing education, non-degree, and micro-credentialing programming and educational outreach at the school. We are looking for an experienced professional who has led new program development, implementation, and evaluation; recruited, managed, and motivated staff, subject matter experts, and instructors; directed financial and operational functions; and has a view of how an educational institution operating today must evolve to meet the needs of tomorrow. This position works closely with deans, faculty, staff, and external experts, and is a member of the dean's cabinet of the school.

Key duties

■   Responsible for strategic planning and new business growth; for development, delivery, and evaluation of off-campus, online, continuing education, and alternative credentials programs.
■   Works with the administration and faculty of the school and with external subject matter experts, identifying opportunities and planning curricula.
■   Oversees recruitment and HR management of employees; client relationship strategies for corporate, government, and other organizations.
■   Oversees marketing, recruitment, and retention of students/participants.
■   Manages the financial and human resources and unit administration related to all activities.
■   Represents the dean and the school on university-wide committees and to external constituents.

Requirements

■   Advanced degree preferably in a field related to the school's curricula, or in management, public or non-profit administration, or higher education administration.
■   A minimum of five years of academic or continuing education management experience with increasing responsibility in a leadership role that demonstrates knowledge and understanding of strategic planning,

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administration, new business development, team-building, leadership skills, fiscal management, and best practices research.

■ Demonstrated success in online education and new business development, creating and developing successful and sustainable academic and continuing education programming is required.

■ Excellent communication skills, proven ability to work with a diverse range of faculty, staff, and students in a collaborative manner, and computer fluency.

■ Advanced knowledge of higher education administration is required in order to lead new business initiatives that are successful and sustainable.

To apply

All applications must be submitted through the Rutgers University jobs portal at https://jobs.rutgers.edu/postings/148743.