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Position # : (NUNC) . (E)  
Developed by: .....SR  
Reviewed by: . LK; DLJ  
Approved by: .....LK  
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**UNIVERSITY OF RHODE ISLAND**  
**Position Description**

**TITLE:** Executive Director, Professional and Executive Business Education (PEBE)

**DIVISION:** Academic Affairs (College of Business)

**REPORTS TO:** Dean, College of Business

**GRADE:** 18

**SUPERVISES:** PEBE Assistant Directors and Staff, College of Business  
Academic Program Directors and Staff, Graduate Assistants, Student Workers, Contract and/or Temporary Workers

**BASIC FUNCTION:**

Reporting directly to the Dean of the URI College of business, serve as chief executive and lead strategist responsible for managing and growing the success of all professional and executive academic programs in the URI College of Business, including for-credit and non-credit and traditional and non-traditional offerings. Be a visionary, goal-oriented leader responsible for the entire portfolio of PEBE programs and perform a comprehensive range of functions to ensure PEBE program excellence and success, including but not limited to management and execution of recruitment and outreach, admission and enrollment, academic advising, career counseling, operations, and event management.

As leader of the PEBE team and a member of the Dean's Executive Leadership Team (ELT) and cabinet, build, sustain, and continuously improve and evolve the URI College of Business professional and executive education strategy, expanding on existing programs and ideating new ones based on market demand. Continuously monitor the health and performance of PEBE programs and, as appropriate, recommend improvements or alternatives for underperforming programs after careful evaluation, analysis, and consultation with involved stakeholders. Chiefly responsible for PEBE program performance measurement and improvement and maintain accountability for ensuring that PEBE programs meet or exceed strategic goals and metrics.

Additionally, officially serve as the College's Director of Accreditation and Assessment. This responsibility covers accreditation both at the macro level (e.g., Association to Advance Collegiate Schools of Business (AACSB), regional accreditation) and the micro level (e.g., degree- or discipline-specific accreditations), as well as internal assessment (e.g., URI Graduate School periodic reviews) and external evaluation (e.g., program reviews by invited expert evaluators).

## **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

Under direction of the Dean and in partnership with Dean's Executive Leadership Team colleagues, maintain chief responsibility for the growth, sustainability, and financial performance of professional and executive for-credit and non-credit academic offerings in the College of Business.

Develop effective strategies to interface and conduct business development with corporate and organizational clients. Through PEBE team members and others, engage in strategies and practices that position URI College of Business as Rhode Island's preferred provider of professional and executive business education.

Provide energetic, inspirational leadership to the PEBE team, and motivate high levels of performance and achievement among PEBE staff as well as all workers who contribute to PEBE programs (e.g., contract instructors, graduate assistants, and student workers, etc.)

Direct staff and provide leadership to achieve goals and vision of the organization. Responsible for hiring and retaining staff, career coaching, and personal development for direct reports, and accountable for the performance of employees.

Independently and/or in collaboration with other College of Business leaders, direct PEBE program faculty and academic directors' supervisors in the interpretation and implementation of management, HR, academic, and other policies, procedures, and programs.

Initiate and develop strategic plans and make recommendations that will measurably enhance PEBE financial and operational performance. Develop key performance indicators (KPIs) and execution plans for all PEBE programs. Identify and resolve strategic issues of substantial significance that affect the overall functioning of the PEBE unit and consult and advise the Dean and ELT leadership colleagues. Oversee allocation of all resources and develop strategies for generating new resource streams and increasing the volume of existing resources.

Conduct benchmark analyses, identify and maintain a list of "comp set" offerings, and understand the competitive landscape of similar programs and Business Schools.

Manage the direction of internal academic and administrative policy development for programs and administrative operations.

Oversee and/or manage the finances across all sources for the annual budget cycle, including developing, monitoring, analyzing forecasting and reporting to ensure the financial success of the organization.

Maintain a system for building and managing prospective individual and organizational client databases and lists. Sustain a strategy for generating prospective student and program participant leads, providing follow-up admission consultation, and produce positive and measurable intake for PEBE programs in line with College of Business strategy and PEBE expectations and metrics.

Lead and prepare the College's efforts to comply with AACSB standards on strategic planning, assurance of learning, faculty qualifications, and other

requirements. Become the COB's go-to expert on AACSB standards and maintenance of accreditation.

Serve as a primary point of contact between AACSB and the URI College of Business during Continuous Improvement Review (CIR) cycle, reaccreditation activities, and learning and development efforts. Advise the Dean and Executive Leadership Team on strengths, weaknesses, opportunities, and threats in the accreditation landscape.

In collaboration with academic program directors, department chairs, and/or other responsible individuals, understand the assessment and program-level accreditation requirements of degrees, majors, academic departments, initiatives, and other areas as needed. When appropriate, work with these and other partners to conduct assessment and pursue program-level accreditation.

**OTHER DUTIES AND RESPONSIBILITIES:**

Perform other related duties as required.

**LICENSES, TOOLS, AND EQUIPMENT:**

Personal computers, printers and word processing, database management and spreadsheet software, event planning programs, project management programs and software, marketing and design software, enrollment management programs, website administration and social media management, learning management systems.

**ENVIRONMENTAL CONDITIONS:**

This position is not substantially exposed to adverse environmental conditions.

**QUALIFICATIONS:**

**REQUIRED:** Master's degree; Minimum of seven years of full-time, professional work experience in a business-related field; Minimum of five years of work experience in relevant areas or job functions (such as managing higher education programs, business development of academic offerings, academic recruitment and marketing and outreach, admissions and enrollment management, and/or program management, etc.); Demonstrated sustained experience developing, leading, and evaluating executive and professional education, online learning, adult learning, and/or corporate training and development; Demonstrated experience using learning management systems (LMS); Demonstrated experience with financial management and budgeting, forecasting, and profit & loss (P&L) analysis or approaches; Demonstrated experience managing one or more aspects of academic programs (such as course scheduling, instructor recruitment and assignment, curricular mapping, etc.); Demonstrated experience driving academic program awareness, growth, and success; Demonstrated experience managing project details under tight deadlines; Demonstrated supervisory experience; Demonstrated familiarity with higher education accreditation processes and requirements; Demonstrated high-quality customer and client service skills; Demonstrated strong interpersonal and verbal communication skills; Demonstrated proficiency in written communication skills; and, Demonstrated ability to work with diverse groups/populations.

**PREFERRED:** Doctoral degree from an AACSB-accredited business school, or a doctorate in a related academic discipline; Demonstrated leadership experience in a business school (such as academic program director, graduate director, department chair, associate dean, assistant dean, etc.); Demonstrated experience preparing for and/or managing accreditation processes in a business school; and,

Demonstrated familiarity with AACSB accreditation requirement, processes, and procedures.

**ALL REQUIREMENTS ARE SUBJECT TO POSSIBLE MODIFICATION TO REASONABLY ACCOMMODATE INDIVIDUALS WITH DISABILITIES.**