



Associate Dean of Graduate Programs
For the Olin Business School

Position Announcement

Washington University prides itself on being a place where people matter and serious work is done. Their people work together in an inclusive community that celebrates diverse perspectives, collaboration and innovation. They are a community of individuals inspired to work together to develop big ideas and tackle challenging problems.

Wash U values the well-being of its people. They strive to create a positive employee experience where faculty and staff thrive, both personally and professionally. Their faculty and staff find meaning, connection and vitality in their work and life with a healthy work-life balance and support to learn, grow and make an impact at Wash U, the community and the world.

Located in St. Louis, Missouri, Wash U has over 14,500 full-time students, 3,645 instructional faculty, over 300 academic programs and students and faculty from over 100 countries.

This opportunity is at the top-ranked [Olin Business School](#), which is globally recognized and triple accredited. Their degree programs include undergraduate business, MBA programs in a variety of formats (full-time, Executive, part-time professional, etc.) and additional specialized graduate degree options. They also offer leadership training through Olin Executive Education and their partnership with the Brookings Institution in Washington DC. Learn more about the Olin Business School [here](#).

The WashU Olin Business School is seeking a senior leader to join their team as **Associate Dean and Director of Graduate Programs**. This individual has responsibility for the leadership, oversight, implementation and management for all Student Affairs functions within the global Graduate Program. This includes all programmatic activities from orientation to academic advising, curricular design and implementation and co-curricular development. The Associate Dean of Graduate Programs will also be responsible for the continuous improvement of the academic integrity process; serving as a hearing officer along with developing and implementing the alumni engagement strategy as well as myriad other ordinary and extraordinary duties both within Olin and with the broader university and key partners.

Reporting to the Dean of the Olin Business School, the successful candidate will:

CREATE AND IMPLEMENT STRATEGIC PLANS - Lead the development, planning and execution of the Graduate Program's strategic direction. Implement and evaluate the Graduate Program's alignment with the Olin School strategic plan. Develop, plan, execute and oversee academic advising, student affairs and global program opportunities available to graduate students who are members of the Olin community (degree, second major, minor and those with any business interest).

BE A COLLABORATIVE PARTNER AND REPRESENTATIVE OF THE OLIN BUSINESS SCHOOL - Collaborate with the Dean, program curriculum chairs and the Olin faculty on the development and implementation of all graduate program curricula. Collaborate closely with the Weston Career Center on the design and implementation of a holistic advising strategy ensuring alignment in order to execute on Olin's strategic priorities. Serve as a member of various school and University Committees. Work with Graduate business students. Liaise with University Advancement for mentor programs. Partner with a variety of departments across the school for various student activities and programming.

LEAD GRADUATE PROGRAMS – Serve as the strategic lead responsible for recruitment, hiring, supervising, professional development, recruitment strategy and general management functions of all Graduate Programs Student Affairs personnel. Participate in various school and university committees, task forces and represent the Graduate Programs of Olin at university-wide programs and presentations.

ENSURE AND MAINTAIN ACADEMIC INTEGRITY - Serve as the Graduate Programs Academic Integrity Officer (AIO). This includes leading the development and revision of Olin's Code of Academic Integrity, including collaborating with and educating Olin faculty on the academic integrity processes and procedures. Serve as the primary investigation hearing officer for all potential academic integrity matters for Graduate Programs. Represents Olin on university-wide academic integrity roundtables on a monthly basis with all other Wash U integrity officers.

EFFECTIVELY RECRUIT STUDENTS- Participate in on and off-campus admissions and recruiting events to educate prospective students about Olin. Work in collaboration with the director of admissions, the director of the WCC, and the faculty academic directors to set the recruiting and admissions strategy for each graduate program.

MAKE DECISIONS THAT HAVE AN IMPACT – Be responsible for decision making that involves Graduate Programs strategy and implementation impacting all graduate students. Lead the Graduate Programs Senior Leadership Team, responsible for Graduate Program goals and strategy development and implementation. Participate in the design and execution of Olin's Assurance of Learning Program for Accreditation. Advise students in the creation of new student groups; recognize and provide funding for new student groups.

FISCALLY RESPONSIBLE - Oversee the planning and execution of all student related events in the annual operating budget.

MANAGEMENT OF OTHERS – Responsible for hiring, training, managing performance expectations and developing a team that includes both direct and indirect reports. Supervision and oversight of Olin’s Graduate Program student organizations, liaising and working with student leaders.

Qualifications

- Bachelor’s degree in related field and minimum 7 years of relevant experience or Master’s degree.
- Minimum of 5 years of relevant experience designing and delivering comprehensive student affairs programs.
- Experience in curriculum design and implementation.
- International education experiences preferred.
- Leadership in school and university wide initiatives preferred.

Other Skills & Abilities

- Sound judgement, decision making ability and high level of maturity and strategic thinking in highly sensitive and confidential situations involving students, staff, faculty, parents and university administrators.
- Commitment to designing and delivering excellent academic and student affairs.
- Excellent interpersonal skills.
- Excellent written and oral communication skills.
- Ability to partner with faculty, corporate partners and campus partners to design and deliver major initiatives.

SCHEDULE AND TRAVEL

- Willingness to work flexible hours, including evenings and weekends as necessary.
- Willingness to travel up to 30% of time both domestically and internationally.

Ready to Apply?

If you are interested, qualified and ready to take the next step, apply on-line at www.csiapply.com. All inquiries and resumé submissions will be treated as strictly confidential. Please do not contact Wash U or the Olin Business School directly. Should you experience difficulties with the online system or wish to ask a question, you may contact Collaborative Strategies, the search consulting firm for this search, via email at application@csi-mail.com.

Collaborative Strategies, Inc. is a St. Louis-based consulting firm with a dedicated search practice and has been connecting talent with opportunity since 1994. We take pride in matching talented leaders seeking mission-critical endeavors with entrepreneurial

organizations. For more information, visit us at www.getcollaborative.com. To view our job board, visit www.csiapply.com.

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