



UNIVERSITY  
OF  
LOUISIANA  
L a f a y e t t e

# Staff Vacancy

**POSITION: MBA Program Coordinator**

**EEO# BA 8-16**

## **RESPONSIBILITIES:**

The online MBA Program Coordinator reports directly to the MBA Program Director and will:

### **General Duties**

- Adhere to academic policies and procedures including, but not limited to, the University of Louisiana Lafayette, the Moody College of Business Administration, and the MBA Program.
- Respond to requests by students and administrators in a timely manner.
- Interact professionally with students and faculty.
- Demonstrate respect for students and faculty.

### **Faculty Coordination and Support**

- Provide oversight for the MBA online program including coordination of courses and faculty when needed, student tracking, and contributing to curriculum change and development.
- Identify individual faculty development needs and assist faculty to develop a plan to address these needs.
- Develop and implement a plan for new faculty and academic coach orientation to the MBA online program.
- Conduct faculty meetings and maintain records of these meetings with all faculty involved in delivery of the MBA online program.
- Assist the MBA Director and Department Heads in hiring and mentoring of new faculty and academic coaches and for evaluating teacher effectiveness annually in the online environment using results of Student Evaluations of Instruction and other measures.
- Interpret and explain policies to MBA online program faculty and students and implement policy changes or additions.
- Assist in screening applicants for Academic Coach Positions in the program.
- Collaborate with faculty to evaluate Academic Coaches.
- Consult with Instructional Connections Vertical Lead and Coordinating Coaches to address staffing issues.

### **Student Monitoring and Support**

- Facilitate communication between faculty, students involved in the program, the Department Head, and the MBA Director.
- Actively engage in student retention activities including documented communication with students and administration regarding attendance and progress in an online environment.

### **Curriculum and Evaluation**

- Participates in the development, implementation, and assessment of the MBA online delivered program and the MBA program's learning outcomes.
- Coordinates curricular revisions according to MBA program outcomes.
- Evaluates program outcomes and maintains ongoing data collection for purposes of evaluation and accreditation.

## **QUALIFICATIONS:**

The MBA Program Coordinator is a professional staff member in the Moody College of Business Administration. Reporting to the MBA Director, the Program Coordinator will provide excellent management of support services needed to identify, recruit, prepare, and roster academically qualified faculty and academic coaches to deliver high quality learning experiences for students enrolled in the MBA online program. The successful candidate will demonstrate a high degree of organization, excellent communication skills, advanced planning and problem solving skills, and experience working with cross-organizational teams.

**Education:** Bachelor's degree (Master's degree strongly preferred)

**Experience:** Experience in customer service, project management, human resources acquisition, assignment, and evaluation of performance. Experience in student services or program management/delivery at a higher education institution is highly preferred.

## **UNIVERSITY AND COMMUNITY:**

The mission of the University of Louisiana at Lafayette is to offer exceptional education informed by diverse world views striving to develop innovative leaders who advance knowledge. The Southern Association of Colleges and Schools Commission on Colleges accredits the University, which offers undergraduate and graduate degrees in the arts, sciences, and professional programs. The University is a public research university with high research activity, an enrollment of over 18,000 students and 800 faculty members. UL Lafayette is the largest of nine universities in the University of Louisiana System. The University offers degree programs in 55 undergraduate disciplines, 15 post-bachelor certificates, seven graduate certificates, the master's degree in 28 disciplines and the doctorate in 10 disciplines. Additional information about the University is available on the University's webpage at <http://louisiana.edu/>

### **(The following is information that can be included in the announcements on an optional basis)**

The core values of the University include: equity, integrity, intellectual curiosity, creativity, tradition, transparency, respect, collaboration, pluralism, and sustainability.

UL Lafayette consists of nine degree-granting units: Arts, B.I. Moody III College of Business Administration, Education, Engineering, Graduate School, Liberal Arts, Nursing and Allied Health Professions, Ray P. Authement College of Sciences, and University College.

Located midway between New Orleans and Houston, Lafayette is the heart of Louisiana's Acadian-Creole region. The city of over 126,000 is part of the Lafayette-Acadiana area, which has a total population of 616,000 and is one of Louisiana's fastest-growing metropolitan areas. Lafayette serves as the base of Louisiana's offshore oil industry, as well as the financial, retail, and medical center for South-Central Louisiana.

**SALARY:** Dependent on qualifications and experience.

**ANTICIPATED STARTING DATE:** June 1, 2017

**APPLICATIONS:** Candidate review will begin immediately. Applicants should send **one** PDF file including a cover letter, résumé, and the names and contact information of three references to:

P. Robert Viguerie, Jr., J.D.  
Associate Dean for Graduate and Executive Programs  
Moody College of Business, University of Louisiana, Lafayette  
[prv8157@louisiana.edu](mailto:prv8157@louisiana.edu)

**Application Deadline:** Until the position is filled.

The University of Louisiana at Lafayette does not discriminate on the basis of race, color, national origin, age, religion, sex, sexual orientation, or disability in admission to, access to, treatment in, or employment in its programs and activities as required by Title VI and Title VII of the Civil Rights Act of 1964, Age Discrimination in Employment Act of 1967, Age Discrimination Act of 1975, the Equal Pay Act of 1963, Title IX of the Education Amendments of 1972, Executive Order 11246, Section 503 and 504 of the Rehabilitation Act of 1973, Section 402 of the Vietnam Era Veterans Readjustment Assistance Act of 1974 and the 1990 Americans With Disabilities Act. - See more at: <http://personnel.louisiana.edu/employment-opportunities/policy-nondiscrimination>