

Job Description

Director, College of Technology - Columbus/Greensburg - Statewide Technology
(Job Number: 1101559)

Description

Serve as senior administrative officer for the Columbus Statewide Technology location. This position reports to the Associate Dean for Statewide Technology within the College of Technology. Building program enrollment and external support is a top priority. Conduct the affairs of the location; develop policies, practices, regulations in accordance with the plans and policies of Purdue University and the College of Technology. Prepare and implement plans in support of the strategic plan for the College of Technology. Work closely with department heads in recruiting, hiring, and professional development of full-time faculty and staff. Supervise student services activities for the location; supervise location secretary and laboratory technician. Conduct annual performance evaluations of staff and provide input to department heads as needed for formal faculty review. Represent the college and the University on all relevant economic and development activities. Coordinate program accreditation activities for the location as needed.

Qualifications

Required:

- Master's degree in Management, Business Administration, Engineering, Technology, Education or Science.
- Three years of U.S.-based Industrial Management, Business/Marketing, or Higher Education Administration experience.
- Excellent administration, communication, organizations, presentation and people management skills.
- Ability to be a team and consensus builder.
- Experience with higher education as well as business and management principles involved in strategic planning, marketing, resource allocation, leadership technique and coordination of people and resources.
- Skills in analyzing market and schedule information which leads to results that grow programs and outreach of locations.
- Ability to develop specific goals and plans with metrics to prioritize and organize that move the site location forward.
- Ability to provide monthly and timely reporting of student and location information.
- Talent in working with private foundations, alumni, business, industry and local, state, and federal agencies to acquire external support.

Preferred:

- Ph. D. or Ed. D.

Additional Information:

- This position is located in the Columbus/Greensburg, IN area.
- A check of criminal conviction records will be made for employment in this position.
- FLSA: Exempt (Not Eligible for Overtime)
- Retirement Eligibility: Fidelity Contributions Immediately.
- Purdue University is an equal access/equal opportunity/affirmative action employer.