

Position Vacancy Announcement

Kelley School of Business-IUPUI

Position Title: Assistant Director, Graduate Business Programs in Medicine

The Kelley School of Business located on the Indiana University-Purdue University Indianapolis (IUPUI) campus announces an exciting opportunity for an individual to fill the position of Assistant Director for the Graduate Business Programs in Medicine.

The IUPUI campus is a vibrant, diverse community that promotes inclusion, positivity and a passion for success. The top ranked Kelley School of Business delivers undergraduate and graduate business programs that prepare students for lifelong achievement and professional excellence. Kelley faculty and staff are committed to collaboration, professionalism and ongoing innovation in programs and research.

This Assistant Director position plays an integral part of the Kelley Indianapolis Graduate Business Programs in Medicine team, serving as the primary individual recruitment specialist for the Business of Medicine Physician MBA program in a fast-paced, professional, customer-focused and results-driven environment. Reporting to the Director, Graduate Business Programs in Medicine, the Assistant Director will collaborate with admissions and marketing staff on recruitment initiatives to drive enrollment growth for the Graduate Business Programs in Medicine - primarily the Business of Medicine Physician MBA Program - through the development of strategic recruitment and relationships with healthcare organizations and practicing physicians. The position requires extensive interaction with prospective and current physician leaders, Physician MBA alumni, faculty, vendors, and other School and University staff. This person must have strong communication and presentation skills, be an effective team player, and excellent organizer to handle multiple tasks.

The individual in this position will represent the program at major medical specialty and healthcare leadership conferences to build a pipeline of interested practicing physicians. Therefore, this position requires the ability to work irregular hours, including evenings and weekends, possess a valid driver's license and the ability to travel extensively, with overnight stays, and by varying modes of transportation.

The successful candidate will have experience demonstrating excellent networking skills including the ability to enter and conduct conversations effortlessly, building relationships, and following up with those met. Experience in creating and conducting presentations and excellent oral and written communication skills are expected. The individual in this position must be well-organized, pay close attention to detail, must have the ability to perform varied tasks concurrently, to keep confidential information secure, to work independently and interdependently, to set priorities, bring projects to closure and the ability to be flexible and operate in a fast paced and continuously changing environment.

Required qualifications:

Bachelor's degree; will consider equivalent combination of experience/education at a 2:1 ratio plus 2 years' of experience in higher education recruitment, student services, or experience in corporate recruiting. Proficiency utilizing current Microsoft Office software, LinkedIn, and other relevant tools. Use of computer, general office machines (fax, scanner, copier), smartphones and other mobile devices is required.

Preferred qualifications:

Previous experience in higher education and/or an understanding of college admissions cycle is preferred. The use of lavalier/handheld microphones, Crestron presentation systems, LCD Projector, LED TV, Skyline Windscape and Skyline Occasions Table System is preferred.

This position is a full time, non-exempt (overtime eligible) position with eligibility to enroll in all applicable Indiana University employee benefits. <http://hr.iu.edu/benefits/index.html>

Apply online: <https://jobs.iu.edu/> search for posting # 04673P
Position posting will close 11:59:59 PM on July 9th, 2017

IUPUI is an Equal Opportunity/Affirmative Action Institution. Individuals who require a reasonable accommodation in order to participate in the application process must notify Lorna Griffin at 801 W Michigan Street, Indianapolis, IN 46202 or 317-274-2736, a reasonable time in advance.