

Director of the Undergraduate Business Minor

DESCRIPTION

The Director of the Undergraduate Business Minor serves as the chief administrator and spokesperson for the Undergraduate Business Minor program of Vanderbilt University. The Director is charged with working with the four undergraduate schools (College of Arts and Science, Blair School of Music, School of Engineering, and Peabody College) and Owen Graduate School of Management to ensure the operational, curricular, and co-curricular success of the minor. With the support of the [Business Minor Governing Board](#), the Director will monitor the quality and variety of course offerings in an effort to ensure that elective courses provide a rich variety of supplemental educational opportunities that enhance the core curriculum. The Director will also seek to cultivate co-curricular programming, such as lectures, case-competitions, high-intensity coaching, entrepreneurial development, interview preparation, and hands-on field experiences. The Director and the Business Minor Governing Board will report to the Provost's designee, currently the Vice Provost for Learning and Residential Affairs.

Candidates for Director should be individuals who demonstrate a commitment to the hallmarks of a Vanderbilt education, including service to the community, leadership development, broadening of global perspectives, innovative instruction, and demonstrated authority in the field. The most successful candidates will hold an appreciation for the study of business and management within a liberal arts tradition, as well as a desire to work in a collaborative and trans-institutional environment. A Professor of the Practice appointment is anticipated to be made in conjunction with the hiring of the Director.

THE PROGRAM

Launched the fall of 2017, the Undergraduate Business Minor represents a program that is “uniquely Vanderbilt.” The trans-institutional minor, with elective course options from each of the four undergraduate schools and fundamental courses taught by faculty from the Owen Graduate School of Management, is designed to complement the strong liberal arts curriculum of a Vanderbilt education.

In the spirit of the trans-institutional pillar of Vanderbilt University's [Academic Strategic Plan](#), the Undergraduate Business Minor offers students a wide array of courses. Five half-semester fundamental courses are taught by Owen Graduate School of Management faculty, including Organizational Behavior, Essentials of Financial Reporting, Principles of Finance, Managing Operations, and Principles of Marketing.

To complement the diverse interests of Vanderbilt students, three elective offerings must be selected from among more than 70 courses across the four undergraduate schools. Examples of such electives include Ethics in Business, International Finance, The Business of Music, and History of American Capitalism.

In addition to the curricular components of the minor, the Undergraduate Business Minor is designed to provide students with immersive experiences. Hands-on opportunities such as working for a start-up company or designing a marketing plan for a local non-profit are fostered through the program. Further, programmatic aspects of the minor such as lectures, interview preparation sessions, and case-competitions, will allow students to apply theory to practice.

In its first semester of operation, more than 200 sophomores and juniors are enrolled in classes for the minor. For more information on the Undergraduate Business Minor, please visit:

<http://www.vanderbilt.edu/eundergraduatebusinessminor/>.

SUPERVISION

The Director of the Undergraduate Business Minor reports to the Vice Provost for Learning and Residential Affairs.

QUALIFICATIONS

- Terminal degree or professional qualifications appropriate to the role.
- Exceptional leadership and management skills.
- Demonstrated interest in business and related fields, with an appreciation for the liberal arts disciplines.
- Observable dedication to student academic excellence and success.
- Strong communication (oral and written) and public relations skills; some development experience preferred.
- Ability and interest in working effectively with students and faculty from diverse backgrounds.
- Proven ability to handle multiple priorities while maintaining a high level of professionalism and attention to detail.

CHARACTERISTIC DUTIES AND RESPONSIBILITIES

- Develop measurable objectives to achieve the mission and goals of the program.
- Collaborate with key stakeholders, including the Office of the Provost, the leadership of the four undergraduate schools and Owen Graduate School of Management, associated faculty, the Career Center, the Wond'ry (<https://www.vanderbilt.edu/thewondry/>), and Development and Alumni Relations.
- Manage the day-to-day operations of the program, including: oversight of staff, allocation and management of budgets, adherence to University policies and practices, and collection of assessment data.
- Prepare frequent reports to the Vice Provost for Learning and Residential Affairs on the program's status.
- Serve on university committees if requested as an expert on undergraduate business studies.

APPLICATION PROCESS

Applicants should submit a letter of interest, a current vita, a statement of research and teaching interests, three letters of reference, and, if applicable, sample publications and/or working papers and/or teaching evaluations, by January 10, 2018. All applications should be submitted to:

<http://apply.interfolio.com/47042>

Vanderbilt University is an Equal Opportunity/Affirmative Action employer committed to recruiting and retaining an academically and culturally diverse community of faculty. Vanderbilt has a strong institutional commitment to diversity in all areas and particularly encourages applications from minorities, women, individuals with disabilities, and members of other underrepresented groups.