

Managing Director, International Business Institute

Position Details

Classification Details

FLSA Status Exempt

Position Information

Position Title Managing Director, International Business Institute

Position Type Staff

Employee Group Faculty

Time Status Full-Time

Time Category Full Time (1560-2080 hours)

Annual Hours 0

of Months 12

Hours Per Week 40

Work Dates August 1 – July 31
Start date: May 1, 2016

Campus Grantham

Position Description

Position Summary

The Managing Director of the International Business Institute is responsible for the operation of the Institute. The candidate will:

- `Plan the itinerary for the program and secure all travel arrangements, facilities, and corporate visits working with outside organizations, resource persons and in-country contacts.
- `Recruit and select students for the program
- `Develop the annual budget for the program and maintain financial records
- `Work with the affiliate schools to ensure the academic integrity of the program
- `Market the program on an annual basis
- `Report to and consult with the appropriate offices at Messiah College
- `Oversee the four IBI academic course offerings
- `Travel as necessary to publicize the program and support those schools providing students on a regular basis
- `Maintain ongoing relationships with corporations that are visited and develop additional corporate visits as needed.
- `Search for and develop in-country guest speakers for the program.
- `Develop an IBI alumni database and network for purposes of fundraising and alumni networking
- `Provide on-site management of the IBI program and staff in Europe, India and

China.
 *Advise the International Business majors
 *Teach two 3-credit courses per year.
 *Develop and oversee the IB club
 *Contribute to the Department of Management & Business

Education Required	Graduate degree in business or related field with international business experience.
Education Preferred	MBA in International Business. Graduate degree in business or related field with international business considered.
Experience Required	Professional experience in international business. International travel experience.
Experience Preferred	
Skills, Characteristics Required for Position	Ability to plan and implement experiences with student travel. Great organization skills Ability to develop and work within a budget Must be able to travel with students for 10 weeks
Special Working Conditions	10 week travel program every summer, traveling to Europe, India, and China
Driving Requirements	N/A
Essential Employee	N/A
Campus Security Authority	No - Position not mandated by law to report crime to Dept of Safety/police.
Primary Duties	Duties as described in position summary. Maintain consistent and reliable attendance
Secondary Duties	Other duties as assigned
Supervises: # of Administrative	1
Supervises: # of Staff	0
Supervises: # of Student	0
Posting Date	10/26/2015
Open Until Filled	Yes
Application Deadline	

Posting Specific Questions

Required fields are indicated with an asterisk (*).