

Assistant or Associate Director of Academic Partnerships
Milwaukee School of Engineering

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Posted May 3, 2024, set to expire Sep. 2, 2024

Job Title	Assistant or Associate Director of Academic Partnerships
Department	Academics
Institution	Milwaukee School of Engineering Milwaukee, Wisconsin
Date Posted	May 3, 2024
Application Deadline	Open until filled
Position Start Date	Available Immediately
Job Categories	Associate/Assistant Director
Academic Field(s)	Enrollment Management/Registrar Development/Institutional Advancement
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Job Description

Milwaukee School of Engineering (MSOE) invites applications for a full-time **Assistant or Associate Director of Academic Partnerships** to join our Academics Department team. Under the direction of the Director of Academic Partnerships, the Assistant/Associate Director of Academic Partnerships will assist the Director with the management and growth of MSOE's institutional relationships with other academic institutions to establish new and maintain existing articulation agreements that increase pathway options for students to enroll in MSOE's academic programs. Responsibilities include, but are not limited to, assisting the academic departments with the evaluation of external programs for alignment with existing MSOE programs, developing new institutional articulation agreements, maintaining existing institutional articulation agreements, supporting admissions in attracting students through existing institutional articulation agreements, managing the course evaluation process

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associated with articulation agreements, and working with Institutional Effectiveness to measure the success of students entering MSOE through these pathways.

Essential Job Functions

- Provide institutional support for academic program partnerships with other higher education institutions that enhance enrollment opportunities.
- Manage existing and establish new institutional articulation agreements with community and technical colleges to increase pathway options into MSOE.
- Manage the evaluation of external programs for alignment into existing MSOE programs.
- Support Admissions in attracting students through existing institutional articulation agreements.
- Manage the course evaluation process associated with articulation agreements.
- Update articulation agreements annually to ensure they accurately reflect existing courses at both our partner institutions and at MSOE.
- Work with the Institutional Effectiveness office to monitor the success of students entering MSOE through these pathways.

This above list of duties and responsibilities is not all-inclusive and may be expanded to include other duties and responsibilities as management may deem necessary from time to time.

Other Duties and Responsibilities

- Collaborate and coordinate with department-level and program-level champions of alternative pathways into MSOE.
- Coordinate with Admissions to support strategic initiatives associated with academic partnerships.
- Research and curate resources to ensure the success of our academic partnership agreements.
- Support the Associate Vice President of Academic Success and Institutional Effectiveness in efforts to assess institutional metrics.
- Work collaboratively with all University personnel to promote MSOE's shared purpose (mission, vision, values, and mindset).
- Other duties as assigned by the Director of Academic Partnerships.

Qualifications

- Bachelor's degree required; Master's or Doctoral degree preferred
- Experience in managing and coordinating articulation/transfer agreements highly preferred
- Three years of experience within higher education preferred
- Exceptional written, oral, and interpersonal communication skills

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- Outstanding project management, problem solving, and organizational skills
- Ability to make decisions independently and work with minimal supervision
- Working knowledge of higher education
- Ability to work efficiently and effectively in an open office environment
- Ability to establish and maintain cooperative and effective working relationships

Rank will be commensurate with the candidate's experience and qualifications.

Physical Demands

While performing the duties of this job the employee is largely sedentary, the ability to move is required. The employee is occasionally required to traverse within their work area as well as other areas on campus.

Work Environment

This job operates in a professional office environment. This role uses standard office equipment, including but not limited to computers, phones, photocopiers, filing cabinets, and fax machines.

EEO/AA Policy

The above statements reflect the general details necessary to describe the principle functions of the occupation described and shall not be construed as a detailed description of all the work requirements that may be inherent in the occupation. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

It is the policy of MSOE to provide equal employment opportunity to all individuals regardless of their race, ethnicity, color, creed, religion, sex, age, national origin, physical or mental disability, military and veteran status, sexual orientation, gender identity, genetic characteristics, marital status, or any other characteristic protected by local, state or federal law. This policy applies to all jobs at the University and to all the terms, benefits, and conditions of employment/enrollment.

Contact Information

Please reference Academickeys in your cover letter when

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applying for or inquiring about this job announcement.

Contact

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