

Executive Director, Graduate Programs
Auburn University

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Posted Oct. 9, 2025, set to expire Feb. 7, 2026

Job Title	Executive Director, Graduate Programs
Department	Business Administration
Institution	Auburn University Auburn, Alabama
Date Posted	Oct. 9, 2025
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Senior Executive Officer Director/Manager
Academic Field(s)	Graduate Education Administration - Academic Unit
Job Website	https://www.auemployment.com/postings/56382

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Job Description

The Office of Graduate Programs is currently accepting applications for the position of Executive Director of Graduate Programs. This position is responsible for the strategy, direction, oversight, and administration of the full-time and online MBA programs within the Raymond J. Harbert College of Business, and providing operational support for department-led full-time and online master's programs, graduate certificates, and professional (non-credit) education. Specific duties include directing, leading, coordinating, and supervising the efforts of program staff to recruit, select, matriculate, advise, and support students across diverse programs. In addition to providing students with a high-quality experience, the role will also be responsible for budget management and strategic efforts to innovate and grow graduate and non-credit professional programs in the Harbert College of Business.

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Minimum Qualifications

Master's degree in Business, Higher Education Administration, Adult Education Administration, or related field and a minimum of 10 years of experience in MBA program administration, college admissions/advising, student affairs, academic affairs, and/or student services.

Experience must include at least 5 years in a leadership capacity. Must have at least 2 years' experience supervising full-time employees

Contact Information

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

Contact

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