

## Director, Program Operations MPA Program

The Director, Program Operations (“Director”) for the Brown Master of Public Affairs (MPA) Program reports to the Faculty Director of the MPA Program to develop and implement strategic and innovative plans, programs and policies to strengthen Watson's MPA program. The incumbent serves as the day-to-day leader of the MPA program, and is responsible for ensuring that the program advances the missions of Watson and Brown University to train the next generation of public policy leaders in an inclusive and academically excellent learning environment. The incumbent may also choose to have a joint faculty appointment as Adjunct professor or lecturer, subject to approval of the Watson Director.

### **Specifically, the Director will:**

- Manage the ongoing operations of the MPA program, including academic affairs, admissions, career services, finances, student services, events, faculty affairs, and communications.
- Oversee the program’s staff and ensure that deliverables are completed in a regular and effective manner.
- Serve as the program’s admissions lead and manage the strategy and implementation of the MPA recruitment and admissions cycle each year based on admissions targets.
- Leads and manages the strategic planning and coordination of the MPA program, in partnership with the Faculty Director.

### **Qualifications**

- Master’s degree required; PhD preferred.
- 5 to 7 years of relevant experience in higher education, academic administration, recruiting or an equivalent combination of education and experience.
- Experience in or knowledge of the public policy sector preferred.
- Ability to understand and operate in a complex campus environment and to create collaborative networks across multiple constituencies.
- Demonstrated experience in management, project oversight and staff management.
- Ability to manage complex student concerns and work with a diverse population of students, including International and underrepresented populations.
- Proven ability to work independently as well as collaboratively as part of a small team.
- Superior presentation and communication skills (oral and written).
- Experience with MS Office (Word, Excel, PowerPoint).
- Experience with budgeting.
- Ability to implement best practices strategies for recruitment and admissions.
- Willingness to travel to promote the program.
- Demonstrated commitment to diversity and inclusion as well as an understanding of the contributions a diverse workforce brings to the workplace.

All offers of employment are contingent upon successful completion of a background check.

In order to maintain 90% or greater universal vaccination rates on campus, all newly hired employees at Brown University must receive the final dose of the COVID-19 vaccine before they begin work, unless they are approved for a medical or religious exemption. For more information, please visit the [Healthy Brown](#) site.

Recruiting Start Date:

2021-09-09-07:00

Job Posting Title:

Director, Program Operations MPA Program

Department:

Academic and Affiliate Offices

Grade:

Grade 12

Worker Type:

Employee

Worker Sub-Type:

Regular

Time Type:

Full time

Scheduled Weekly Hours:

37.5

Position Classification:

Onsite

Submission Guidelines:

Please note that in order to be considered an applicant for any staff position at Brown University you must submit an application form for each position for which you believe you are qualified. Applications are not kept on file for future positions. Please include a cover letter and resume with each position application.

Still Have Questions?

If you have any questions you may contact [employment@brown.edu](mailto:employment@brown.edu).

EEO Statement:

Brown University is an E-Verify Employer.

Brown University is committed to fostering a diverse and inclusive academic global community; as an EEO/AA employer, Brown considers applicants for employment without regard to, and does not discriminate on the basis of, gender, sex, sexual orientation, gender identity, national origin, age, race, protected veteran status, disability, or any other legally protected status.