

## Position Description

### Deputy Director, MBA Program

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<b>Position No:</b>	00000139
<b>College:</b>	College of Arts, Social Science and Commerce (ASSC)
<b>School:</b>	La Trobe Business School
<b>Campus/Location:</b>	Melbourne (Bundoora)
<b>Classification:</b>	Level C
<b>Employment Type:</b>	Continuing, Full time
<b>Position Supervisor:</b>	Director, MBA Program
<b>Number:</b>	50037146
<b>Other Benefits:</b>	<a href="http://www.latrobe.edu.au/jobs/working/benefits">http://www.latrobe.edu.au/jobs/working/benefits</a>

Further information about:

La Trobe University - <http://www.latrobe.edu.au/about>

La Trobe Business School - <http://www.latrobe.edu.au/business>

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#### For enquiries only contact:

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# Position Description

## Deputy Director, MBA Program

The La Trobe Business School (LBS) consists of four Departments (Accounting, Finance, Management Sport and Tourism, and Entrepreneurship, Innovation and Marketing,). The Business School is one of four Schools in the College of Arts, Social Sciences and Commerce (ASSC). The MBA is a flagship program for the university. It is a multi-disciplinary program with contributions from each of the four departments. The La Trobe MBA aims to prepare working professionals for their career aspirations and the emerging challenges of the 21<sup>st</sup> century.

Our MBA is delivered through our Campus Network, at Melbourne-City, Albury-Wodonga, Bendigo, Mildura and Shepparton as well as online classes. The MBA Online reinforces our commitment to offering flexible learning options. The MBA Online is EPAS accredited and in 2017 was ranked in the top 31 universities worldwide. The Deputy Director, MBA Program is responsible for the management and continuous improvement of the online delivery and supports the overall strategic vision for the MBA program. The Deputy Director is also a part of their relevant discipline in La Trobe Business School and contributes to its success.

### Key Objectives:

The primary responsibility of the position is to ensure the effective delivery of the online La Trobe Business School MBA program, and provide an optimal learning experience for online MBA students.

Reporting to the Director, the Deputy Director is responsible for the continuous improvement and operational excellence of the online MBA, leading the teaching team and ensuring they are supported in their delivery of the online subjects. The role is also responsible for ensuring student satisfaction. The Deputy Director is required to build and maintain good working relationships with internal and external stakeholders. The success of this role is reflected in student retention, improvement in relevant rankings, and the reputation of the MBA Online.

### Specific Duties

#### Leadership in Teaching and Learning

- Collaborate with internal and external stakeholders to evaluate and implement innovative online teaching techniques, and oversee the ongoing development of online subject material as required.
- Support academic staff to ensure continuous improvement of online delivery of the MBA program.
- In collaboration with the Director, MBA Program, manage the staffing of the online MBA, including the recruitment and management of sessional staff.
- Manage the induction program for staff teaching into the online MBA.
- Manage the quality assurance processes for the online MBA.
- Maintain, update and report on relevant issues in regard to AACSB and EPAS accreditation.
- Manage the online MBA timetable.

#### Student Recruitment

- Liaise with the Director, MBA Program, and Academic Partnerships International (API) to develop strategies to increase student numbers.
- Liaise as required with La Trobe Marketing and API on relevant program and student recruitment issues.
- Participate in student recruitment activities for the online MBA as required.

## Operational Management

- Co-ordinate and teach into the MBA programs in accordance with the University's Workload Planning System.
- Ensure successful orientation of online MBA students.
- Manage the day-to-day operations of the online MBA as required (with regard to staff and students).
- Support the Director, MBA Program and act as Director, MBA Program, as required.

## Key Selection Criteria

### ESSENTIAL

- Completion of a PhD in Business or a cognate area or equivalent accreditation and standing recognised by the University as appropriate for the relevant discipline areas.
- Demonstrated effectiveness and leadership in curriculum development and teaching post graduate education with some experience delivering online programs.
- Record of attracting honours/research students and successful supervision.
- Successful record of external research funding through grants, contracts, and/or consultancies.
- Evidence of ability to work collaboratively and productively with staff and students from a diverse range of backgrounds.
- Evidence of ability to work as a member of a team in a collaborative and collegial manner.
- Outstanding communication, interpersonal skills and presentation skills including ability to build teams.
- Demonstrated effectiveness in liaising with internal and external stakeholders.
- Demonstrated excellent decision-making, problem-solving and negotiation skills.
- Excellent organisational skills with ability to manage several differently projects concurrently.
- Strong record of publications, including papers in leading international journals and/or invited presentation at international conferences.

### DESIRABLE

- Graduate Certificate in Higher Education or equivalent

## Essential Compliance Requirements

To hold this La Trobe University position the occupant must:

- hold, or be willing to undertake and pass, a Victorian Working With Children Check; AND
- take personal accountability to comply with all University policies, procedures and legislative or regulatory obligations; including but not limited to TEQSA and the Higher Education Threshold Standards.

## La Trobe Cultural Qualities

Our cultural qualities underpin everything we do. As we work towards realising the strategic goals of the University we strive to work in a way which is aligned to our four cultural qualities:

- We are **Connected**: We connect to the world outside — the students and communities we serve, both locally and globally.
- We are **Innovative**: We tackle the big issues of our time to transform the lives of our students and society.
- We are **Accountable**: We strive for excellence in everything we do. We hold each other and ourselves to account, and work to the highest standard.

- **We *Care*:** We care about what we do and why we do it. We believe in the power of education and research to transform lives and global society. We care about being the difference in the lives of our students and communities.

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For Human Resource Use Only

Initials:              Date: