Assistant Dean of Online Business Programs

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Job Number: 1052

Join our vibrant community of dedicated faculty and staff who work to create a transformative educational experience rooted in faith, reason, and justice.

Eastern University is a nationally-recognized Christian university enrolling approximately 9,000 students in a wide array of undergraduate, graduate, professional, and seminary programs. The university's main campus is located in St. Davids, PA, with many programs also offered online. Eastern's core values of Faith, Reason, and Justice are woven into all of its educational offerings. Through dynamic programs, a vibrant campus community, and meaningful service learning opportunities, Eastern University is committed to providing students with transformative, accessible, and affordable education.

Position Description

Reporting to the Dean of the College of Business and Leadership (CBL), the Assistant Dean of Online Business Programs provides visionary leadership and administrative oversight for all online business programs within the College, including the MBA, the online undergraduate business programs, and new master's degrees under development. The Assistant Dean ensures that each program advances CBL's mission to prepare graduates grounded in faith, reason, and justice to serve as transformational change agents in business and society. This role is responsible for strategic growth, academic quality, and

student success across online business offerings, fostering innovation, ensuring accreditation compliance, and supporting the development of new programs aligned with market trends and emerging technologies. This occurs through performing the duties listed below.

Position Responsibilities

- Lead the strategic growth of all online business programs (MBA, undergraduate business, and new programs) by identifying new opportunities for innovation, partnerships, and program enhancements that align with market trends, employer needs, and the mission of CBL.
- Create and implement a continuous growth and improvement plan for all online programs in collaboration with the Dean.
- Lead the development of online program belonging and values that foster program culture and community among students, adjunct faculty, staff, and partners.
- Direct the ongoing development, review, and implementation of the curriculum for each online program (MBA, undergraduate business, and new programs), including concentrations, certificates, microcredentials, and innovative course offerings.
- Lead efforts to integrate artificial intelligence and data-driven insights into program design, operations, and pedagogy.
- Champion the use of emerging technologies and learning platforms to enhance online learning engagement and effectiveness.
- Ensure compliance with Eastern University and CBL academic policies, accreditation standards, and regulatory requirements.
- Oversee academic quality, including program review, student petitions, academic standing, and escalated student issues.
- Oversee budgets, scheduling, and resource allocation for all online business programs.
- In collaboration with the Manager of Academic Quality, support faculty teaching in online programs through recruitment, interviewing, onboarding, mentorship, and evaluation of adjunct and full-time instructors.
- Support faculty development in online teaching, instructional innovation, and responsible use of AI and learning technologies.
- Coordinate with the CBL Operations Team, instructional designers, and other university offices to ensure quality delivery of online business programs and service of all students.
- Develop and enhance the student experience by creating opportunities for professional development, networking, and community engagement.
- Collaborate with enrollment and marketing teams to support recruitment and retention, including participating in information sessions and reviewing marketing materials.
- Plan and coordinate virtual and in-person student engagement events including monthly virtual sessions, lunch-and-learns, alumni events, virtual and in-person graduation activities, and conferences.

- Produce regular program communications, including newsletters and updates, to foster community and engagement among students and alumni.
- Review prospective student transfer credits and advanced standing petitions in collaboration with admissions.
- Oversee student success initiatives, including academic flagging processes, probation reviews, and retention strategies.
- Coordinate online program surveys, track student satisfaction, review course evaluations, and use data for program improvement.
- In collaboration with the Manager of Operations and Projects, review student learning assessment data, lead feedback meetings, and make program changes necessary to meet benchmarks.
- Engage with the MBA Alumni Advisory Council to regularly seek their feedback on new initiatives.
- In collaboration with the Dean, develop community and corporate partnerships to benefit the online business programs.
- Work with the Dean, faculty, and staff to ensure alignment of online business programs with CBL strategic priorities.
- Teach four online business courses per year, and develop new courses and concentrations in alignment with professional expertise.
- Participate in the life of the College of Business and Leadership through meeting attendance and other community events.
- Participate in graduation exercises as required and appropriate.
- Understand and follow FERPA regulations.
- Other duties as assigned.
- Status: Staff, Full-time, Exempt, Salaried

Qualifications

A. Qualifications:

- Doctoral degree in business or a related field strongly preferred; MBA required.
- At least two years of administrative experience in higher education or evidence of comparable experience.
- Demonstrated knowledge of higher education, including best practices in program administration, assessment, and accreditation.
- Capacity to leverage artificial intelligence tools and insights, with vision for their application in business and higher education.
- Successful record of teaching business-related courses online in the context of higher education.
- Strong leadership, organizational, and administrative skills with proven success managing teams and projects.
- Excellent written, oral, and interpersonal communication skills.

- Experience working with faculty, staff, and diverse student populations in higher education.
- Proficiency in learning technologies, student information systems, and Microsoft Office/Google Suite tools.
- Commitment to Eastern University's mission of faith, reason, and justice, and capacity to serve as a transformational leader within the College of Business and Leadership.
- Enthusiastic support of Eastern University's doctrinal statement.
- Schedule flexibility for evening and weekend hours.

B. Qualities:

- Affirms and lives out Eastern's mission of faith, reason, and justice.
- Demonstrated capacity for integrity, honesty, and principled behavior.
- Ability to thrive in work settings characterized by norms of ambiguity and rapid change
- A predisposition for continuous learning
- Collaborative ethos and style
- Proven administrative skills and success
- Ability to interact with diverse personalities and resolve conflict
- Capacity to exercise independent judgment and make sound decisions
- Analytical capacity to generate and use data and AI to inform strategies and tactics.
- Spiritual maturity and emotional intelligence.
- Treats each member of the campus community with fairness, dignity and respect.

About Eastern University

Eastern University is a Christian university of the arts and sciences that integrates faith, reason and justice for students in its undergraduate, graduate, seminary, urban, professional and international programs. **Applicants should have a Christian commitment compatible with its mission and be willing to support the mission and vision of the university**. The university complies with federal and state guidelines of nondiscrimination in employment; members of protected classes encouraged to apply.

Background Checks

Standard University employees are required to complete the background clearance process. Employment is contingent upon the successful results of an employment background screening. The employment background screening may include but is not limited to your consumer credit history (for positions that work with the university finances or alumni funds only), verification of education and professional credentials, criminal history, driving history, residency, immigration status, performance, references, and other qualities pertinent to your qualifications for the following position.

Youth Clearances are required for positions with direct contact with children and essential personnel positions. Employees working with or around minor age children are required to complete the youth clearance process which includes the following four child protection clearances:

1) Affidavit;

2) FBI Criminal Record Check;

3) Pennsylvania Department of Human Services Child Abuse History Clearance and;

4) Pennsylvania State Police Criminal Record Check.

In accordance with state laws, Act 73 of 2007, Act 153 of 2014, Act 168 (relating to the Child Protective Services Law), school employees of Eastern University who will have "direct contact with children" must complete the background check process prior to employment. Results must be submitted within ten days of receipt.

Description Disclaimer

This description is intended to describe the general level and nature of work performed by the person/people assigned to this position. It is not to be construed as an exhaustive list of duties and responsibilities of the person/people so assigned.

For Staff positions: Applicants must be authorized to work in the U.S. We are unable to sponsor or take over sponsorship of an employment Visa at this time.

Statement of Non-Discrimination

Eastern University is committed to the principles of equal opportunity as defined under federal and state law, and does not discriminate unlawfully on the basis of race, gender, sexual orientation, color, creed, disability, national/ethnic origin, age, disabled veteran/Vietnam-era, Genetic Information and Nondiscrimination Act (GINA), or veteran status in its admission policy, program, or activities, educational policies, scholarship and loan programs, athletic and other University-administered programs, or employment practices and programs.
Eastern University is an Equal Opportunity Affirmative Action employer. Members of protected class groups are encouraged to apply.
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