Executive and Professional Education (EPE): Portfolio Manager for Artificial Intelligence (AI)

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Type: Adjunct/Part-Time
Salary: $15,000- See job description for more details
Posted: 1 day ago
Application Due: Open Until Filled
Category: Economic and Business Development; +2 Curriculum Design; Adult and Continuing Education Programs

Johns Hopkins Engineering Executive and Professional Education at Johns Hopkins University is seeking applicants for the part-time Artificial Intelligence (AI) Portfolio Manager position. This appointment-only role (does not include any JHU benefits) is designed for a professional passionate about advancing non-degree, non-credit (NDNC) education to reskill and upskill individuals and organizations.

As the Artificial Intelligence (AI) Portfolio Manager, the successful candidate will oversee and manage the Executive and Professional Education Artificial Intelligence (AI) educational portfolio, ensuring the delivery of high-quality, cutting-edge programs that meet the needs of our diverse learner base. This includes business development, curriculum development, teaching courses within the program, program management, and liaising with industry and academic experts to ensure our offerings remain at the forefront of Artificial Intelligence (AI) advancements.

Terms:

- Appointment Length: 12 months
- Base Stipend: $15,000
- Performance Bonus: $5,000 annually if revenue targets of $250,000 are met
- Supplemental Bonus: $5,000 for every $100,000 in additional new revenue beyond targets
- Revenue Target (FY26): Grow the Artificial Intelligence (AI) portfolio by adding $250,000 in new revenue.

New Revenue Targets:

- Year 1: $250,000
- Year 2: $350,000
- Year 3: $500,000

Incentive Structure Clarification

Portfolio Managers:

Portfolio Managers are responsible for growth within their assigned portfolio. Their bonuses are tied to new revenue they directly generate through new courses, new clients, or new enrollments in their portfolio.

Responsibilities:

Portfolio strategy

> Collaborate with the Associate Dean of Executive and Professional Education to develop a strategic plan for growing and maintaining the portfolio of courses, factoring in feedback from learners, employers, and internal stakeholders, insights from customer discoveries, market and competitor research, and digital marketing data.

Portfolio Curriculum Development & Management

- Establish and manage a comprehensive portfolio of [Portfolio Name] courses and programs, including online and in-person offerings, that cater to professionals at various stages of their careers.
- Recruit high-quality instructors and guest speakers for Executive and Professional Education courses; hire and mentor new instructors.

Business Development & Customer Discovery

- Develop relationships with corporations and government entities to identify business development opportunities; liaison with the Whiting School of Engineering (WSE) Office of Corporate Engagement to realize these opportunities.
- Participate in recruitment efforts such as attending conferences and other recruitment events on behalf of the portfolio.
- Engage with the Artificial Intelligence (AI) community to foster partnerships and collaborations that enhance the portfolio's value and reach.

Program Quality

- Monitor trends and developments in the field of Artificial Intelligence (AI) to ensure the portfolio remains relevant and impactful.
- Continually identify and execute policy and programmatic decisions that stimulate portfolio growth and maintain quality.
- Perform course reviews to ensure the course is addressing the target audience and the instructors are performing satisfactorily.

Program Administration

1. Attend meetings with the Associate Dean of Executive and Professional Education and other EPE staff; stay informed about EPE policies.

2. Organize and lead an annual academic portfolio committee meeting with representatives from internal and external stakeholders.

3. Submit an annual report on the academic portfolio's performance.

4. In collaboration with the Academic Coordinator, ensure course offerings are scheduled.

5. Actively participate in the teaching process by developing and teaching at least one EPE course annually; serve as an exemplar and mentor to other faculty.

6. Interact and inform the administrative staff within EPE regarding budgets, annual reports, hiring, course schedules.

Qualifications

Ten years (10) work experience involving collaboration with private industry, universities, US government agencies,

Qualifications:

- A minimum of a master's degree in a relevant field. Doctoral degree preferred.
- A minimum of 10 years of work experience in Artificial Intelligence (AI) with a mix of commercial, industrial, US Government, and non-profit laboratories, especially APL, is preferred.
- A strong background in Artificial Intelligence (AI) or a related field, with a deep understanding of current technologies, trends, and applications.
- Teaching experience is required, with Engineering for Professionals (EP) or Homewood campus experience preferred, and familiarity with all teaching methods, including instruction of online courses.
- Experience in educational program management, curriculum development, or a similar role, preferably within higher education or professional training environments.
- Excellent communication and collaboration skills, with the ability to work effectively with faculty, industry professionals, and learners from diverse backgrounds.
- A proactive and innovative approach to problem-solving and program development.
- A commitment to Executive and Professional Education and the mission of Johns Hopkins Engineering Executive and Professional Education.

Application Instructions

Applicants must provide a

- CV or resume,
- Statement of Interest that includes the applicant's areas of expertise, and

- a list of references.

Candidates can also supply any other documents supporting their candidacy. All applications will be evaluated on a rolling basis.

Please note that only shortlisted candidates will be contacted. Applications will be reviewed immediately and will continue until the position is filled.

Applications should be submitted to Paul Huckett, Associate Dean of Johns Hopkins Engineering Executive & Professional Education (https://engineering.jhu.edu/ExecEd/) at paul.huckett@jhu.edu.

Salary Range: $15,000- See job description for more details
The listed salary range represents the minimum and maximum Johns Hopkins University offers for this position, based on a good faith estimate at the time of posting. Actual compensation will vary depending on factors such as location, skills, experience, market conditions, education, and internal equity. Not all candidates will qualify for the highest salary in the range. Johns Hopkins provides a comprehensive benefits package supporting health, career, and retirement. Learn more: https://hr.jhu.edu/benefits-worklife/. Equal Opportunity Employer
All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability, or status as a protected veteran. EEO is the Law https://www.eeoc.gov/sites/default/files/2023-06/22-088_EEOC_KnowYourRights6.12ScreenRdr.pdf

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