

GRADUATE AND PROFESSIONAL PROGRAMS

Job Description Associate Dean – Graduate and Professional Programs

Rank: FM05 Associate Dean

POSITION DESCRIPTION

Reporting to the Dean, the Associate Dean is responsible for the planning, management, operation, and delivery of a wide-ranging group of graduate and professional programs within the Tippie College of Business. This individual is responsible for a portfolio of programs, including various MBA, specialized masters, and non-degree certificate programs across multiple state and international locations.

Online and Off-Campus Programs:

- Iowa MBA (online and Des Moines), including
 - Fifteen certificate programs and nearly seventy individual courses
- Part-Time Master of Business Analytics
- Part-Time Master of Finance (launching soon)
- CIMBA MBA (delivered internationally)

On-Campus Programs:

- Full-Time Master of Business Analytics, featuring a revised curriculum with three specialized tracks
- Master of Accounting
- Master of Finance (transitioning to an online format in Jan. 2026)

Working with program directors and leading the Graduate and Professional Programs team of over 30 staff, the Associate Dean is responsible for innovation, strategy development and implementation, budgeting, program planning and implementation, and the management of integrated GPP functions including online operations, career services, off-campus programs, on-campus programs, and enrollment management.

This position works closely with the collegiate Marketing and Communications team, Distance and Online Education, and the department executive officers and academic departments.

The Associate Dean oversees the graduate programs' self-report for AACSB accreditation, AOL data collection, and rankings survey data collection and responses, as well as representing the programs to a large group of internal (faculty, departmental executive officers, and other college/university units) and external constituencies (alumni, corporate partners).

KEY AREAS OF RESPONSIBILITY

Strategic Planning:

- Direct the development, implementation and evaluation of GPP strategic vision and plan.
- In collaboration with the college leadership, develop long-term strategies to deliver programs and services that keep pace with industry trends, including a portfolio of programs, certificates and courses, and program delivery.

- Review and consult on the final strategic plan in collaboration with relevant stakeholders.

Operations Management - Includes oversight of the following functions and the teams who execute those functions:

- Direct the development and implementation of policies and procedures relevant to GPP throughout the student life cycle.
- Partner with collegiate marketing for recruitment and storytelling.
- Partner with DOE for world class course design.
- Partner with the Graduate College to ensure policies and procedures are aligned and serving the university and our students.
- With the college leadership, develop new programs and services to facilitate growth and innovation.
- Represent and negotiate resource and program needs on behalf of GPP, including dialogue and compliance with state, national and international regulations.
- Lead on-going program curricular reviews and bench marking studies.
- Oversee the collection and tracking of AOL data related to AACSB accreditation
- Oversee rankings data and survey responses including a focus on peer visibility.
- Plan and execute graduation ceremonies for GPP
- Visit international and domestic program sites, as appropriate, for staff/student support, orientations, networking events, graduation ceremonies, etc.

Financial/Facilities

- Coordinate and monitor all GPP operational budgets
- Plan, mobilize and distribute resources to fulfill strategic plan objectives while maintaining accountability and ethical standards
- Coordinate efforts on usage and promotion of Des Moines facility including tech support.

Human Resources

- Establish and lead a high-performing team to drive programmatic results
- Support and retain staff through growth and development as individuals and as teams

Communication and Outreach

- Establish and build healthy working relationships and partnerships with stakeholders within and external to the Tippie College of Business, including those to whom services are provided, vendors, the public, regulatory/governmental agencies, alumni, etc.
- Work with collegiate alumni affairs and outreach to implement activities, events, and communications to create engagement.
- Represent the GPP at University and College events including advisory council meetings, guest speaker events and community activities
- Represent or select a delegate to represent the College at meetings of regional, national and international organizations such as GMAC, etc.

Reporting and Supervision: The Associate Dean for Graduate Management Programs reports to the Dean and exercises functional and administrative supervision over staff.

Appointment: Initial appointment will be fiscal year, 100% time, for 3 years with the ability for renewal.

Education Requirement

- Holder of the doctorate, terminal degree, or other advanced degree in an academic or professional discipline

OR

- An MBA and 5 years of relevant experience

Required Qualifications

- Must meet one of the following categories:
 - a current Tippie College of Business Tenured faculty, Clinical-track faculty (associate level and higher), or Instructional-track faculty (associate level and higher)

OR

- an outside faculty member qualified for appointment at the associate level or higher on the tenured, clinical, or instructional track in one of the six academic departments in Tippie (Accounting, Business Analytics, Economics, Finance, Management and Entrepreneurship, or Marketing).
- Demonstrated success in educational program development.
- Excellent written and verbal communication skills.
- Demonstrated knowledge of effective strategies for working with faculty, staff, and students from a variety of backgrounds and perspectives.
- Demonstrated experience with higher education policies, procedures, and regulations.

Desired Qualifications

- Knowledge of University of Iowa systems, policies, procedures, and regulations.
- Experience working with top-level collegiate and central administrators.
- Demonstrated success coordinating and executing multiple projects simultaneously.