



Director of the Master of Business Administration Program

Located on Boston's North Shore, a beautiful coastal area in a classic New England town with easy access to the Boston area, Gordon College is dedicated to a strong Christian liberal arts perspective. We strive to foster conversation at the intersection of faith and cultural engagement in a wide variety of disciplines, all with the mission to prepare Christian men and women to actively participate in every community in which they find themselves. We seek someone with a background in sales or other areas of business, who is an active Christian, passionate about preparing and mentoring students from diverse cultural backgrounds in a Christian liberal arts setting.

The Director of the MBA Program provides strategic leadership for the recruitment, enrollment, and retention of MBA students, while also contributing to the academic mission of Gordon College through undergraduate teaching. This is a hybrid administrative/faculty role, with primary emphasis (approximately 75%) on program growth, student recruitment, and retention, and the rest dedicated to undergraduate teaching within the School of Business. The Director serves as the public face of the MBA program and works to advance the College's mission by integrating Christian faith and values into graduate business education.

Essential Duties and Responsibilities

Recruitment & Enrollment Management (Primary Responsibility)

- Develop and execute a comprehensive recruitment strategy to meet or exceed MBA enrollment goals.
- Serve as the primary point of contact for prospective MBA students throughout the admissions cycle.
- Represent the MBA program at recruitment events, information sessions, career fairs, church and community partnerships, and corporate outreach events.
- Build and maintain relationships with corporate partners, alumni, ministries, and community organizations to generate qualified student leads.
- Collaborate with the Admissions and Marketing departments to develop print, digital, and social media recruitment materials that reflect the College's Christian mission.
- Track and analyze recruitment metrics (inquiries, applications, admits, yield) and adjust strategy accordingly.
- Conduct one-on-one advising sessions with prospective students regarding program fit, curriculum, and career outcomes.

Student Retention & Success

- Develop and implement retention initiatives to support MBA student persistence and timely completion.
- Monitor student academic progress and proactively intervene to address barriers to success.
- Foster a cohort-based community experience that aligns with the College's mission of mentorship and spiritual formation.
- Gather and respond to student feedback to continuously improve the MBA student experience.
- Coordinate orientation, advising, and networking events for current MBA students.

Teaching

- Teach undergraduate business courses each semester as assigned by the School Dean.
- Integrate a Christian worldview into course content and classroom instruction.
- Maintain regular office hours and provide mentorship to undergraduate students.
- Participate in course development, assessment, and curriculum review as needed.

Program Administration

- Oversee the development and periodic review of MBA curriculum in collaboration with faculty and the School Dean.

- Ensure compliance with accreditation standards and institutional policies related to the MBA program.
- Prepare enrollment and program reports for the School Dean and College leadership.
- Manage recruitment and deployment of instructors for the MBA program.
- Participate in School of Business and College committees as assigned.

Qualifications

Required

- MBA or comparable graduate degree in business or a closely related field.
- Strong interpersonal, relationship-building, and public speaking skills.
- Excellent organizational skills with the ability to manage multiple priorities and deadlines.
- A personal commitment to the Christian faith and ability to affirm and support the College's mission, values, and statement of faith.

Preferred

- Experience working in higher education administration, admissions, or enrollment management.
- Prior teaching experience at the college or university level.
- Professional experience in corporate business, ministry leadership, or nonprofit management.

Core Competencies

- Mission alignment and Christian character
- Sales and relationship-driven recruitment mindset
- Student-centered advising and mentorship
- Data-informed decision making
- Collaborative, team-oriented leadership style

Work Environment

This position is based may require occasional evening and weekend commitments for recruitment events, orientations, and student engagement activities. Some travel may be required.

Application Instructions

Interested candidates should submit a cover letter, resume/CV, statement of faith, and contact information for three professional references.

Anticipated salary range: \$75,000 – \$85,000 commensurate with experience.

TO APPLY: <https://www.gordon.edu/offices-services/human-resources/jobs/open-faculty-positions#full-time>

Visit <https://www.gordon.edu/offices-services/human-resources/for-prospective-employees> for more information on Gordon College.

Our review of applicants will begin immediately and continue until the position is filled.

Gordon College is an equal opportunity employer. Qualified applicants for employment will receive consideration without discrimination on the basis of race, color, gender, age, national origin, or disability.