

Associate Director, Office of Executive Education - The  
Fletcher School  
Tufts University

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Posted Mar. 22, 2021, set to expire Aug. 4, 2021

**Job Title** Associate Director, Office of Executive Education - The Fletcher  
School

**Department**

**Institution** Tufts University  
Medford/Somerville, Massachusetts

**Date Posted** Mar. 22, 2021

**Application Deadline** Open until filled

**Position Start Date** Available immediately

**Job Categories** Associate/Assistant Director

**Academic Field(s)** Political Science - International  
International Relations/Foreign Service

**Apply Online Here** <https://tufts.taleo.net/careersection/ext/jobdetail.ftl?job=21001174>

**Apply By Email**

**Job Description**

The Fletcher School is the United States's first professional graduate school of international affairs. Since 1933 Fletcher's multi-disciplinary education in international relations, law, and business, has prepared the world's leaders to become innovative problem-solvers in government, private sector, and non-governmental organizations.

The primary aim of The Fletcher School is the same as it was when conceived by its founders in 1933: to offer a broad program of professional education in international relations to a select group of graduate students committed to maintaining the stability and prosperity of a complex, challenging and increasingly global society. Our mission remains (a) To educate professionals from around the world and to prepare them for positions of leadership and influence in the national and international arenas; (b) To increase understanding of international problems and concerns through teaching, research and publications; and (c) To serve local, national and international communities in their search to develop

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relationships of mutual benefit, security and justice in an increasingly interdependent world. Since its founding, The Fletcher School of Law and Diplomacy has prepared leaders to tackle the world's most pressing challenges. Our alumni serve in the highest levels of leadership in the public, private, and non-profit sectors. They are ambassadors and advisors, respected voices from distinguished media outlets, heads of global non-profit organizations, and leaders of some of the world's largest companies. Today we continue this tradition of training global leaders in diplomacy, law, business, and economics through our executive education programs, in which members of our distinguished faculty prepare international professionals to know and navigate the world.

The Fletcher School seeks to fulfill its mission in the most environmentally sensible way possible. We are also committed to increasing the diversity of our administrative staff. Members of under-represented groups are strongly encouraged to apply.

#### Job Summary:

The individual will provide advanced, specialized subject matter knowledge to develop, implement, supervise and evaluate Fletcher's executive education programs in collaboration with the Director and the Senior Director. They will have the following responsibilities:

#### Strategy and development

The individual will assist with the development of goals and strategies for the Office of Executive Education for the short, medium and long term, and help devise a business/strategic plan. They will assist the Senior Director and Director in budgeting and financial planning of the Office of Executive Education.

#### Program development and management

The individual will help build and sustain executive education programs. They will be involved in identifying target audiences, designing pricing structures, organizing seminars, lectures and events; and conduct research and write reports. They will be responsible for planning and coordinating program logistics, including program schedules, curriculum development, housing, cultural and social events, and educational trips for new and existing programs. The individual will be the main contact for prospective participants in executive education programs, answering or forwarding queries, and managing registration where applicable, as well as for current participants, providing advice and counseling on academic and non-academic related issues. They will design data management and reporting systems, and create and administer program evaluations.

#### Other

The individual will work with the Communication, Public Relations and Marketing team on marketing



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efforts, advertising and external relations for executive education programs. They will provide assistance with internal processes, such as payment of invoices, processing instructor and guest lecturers compensation and honoraria, internal expense transfers, etc. The individual may assist in hiring and training of staff. S/he may supervise or advise administrative support staff and student workers as needed.

### **Contact Information**

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

### **Contact**