



Director of Undergraduate Studies

Our firm is recruiting for a French Business School located in France's "Grand Sud" (Grand South) a **Director of Undergraduate Studies**.

In conjunction with the school's strategy and as a member of the executive committee defining that strategy, this Director of Undergraduate Studies has the following primary missions:

- to lead the program by ensuring the school's quality, its academic performance and its national and international reputation;
- to create and deploy a growth and business development strategy for the undergraduate programs
- to pilot strategy for and development of a global undergraduate offer for the group, a key developmental axis for the group.

Career evolution could lead to a Dean of Undergraduate Programs position.

This Director will conduct all missions with a permanent preoccupation of optimal management of the teaching corps, financial efficiency validated by financial services, satisfaction of both current students and alumni, as well as the development of strong relationships with businesses.

Missions and activities:

1. Development of specific target markets for the Bachelor Program:

- Elaborate development strategy for the program in conjunction with the Director of Communication while respecting the economic objectives determined by the Executive Committee,
- Define marketing and communication of the program within the framework of the general policies of the school and with the support of the Communication Director,
- Transmit all inquiries, awards and rankings associated to the Bachelor's Program under the functional responsibility of the General Director,
- Directly and personally implement these programs and their marketing to all target markets (high schools, parents, businesses, universities, students and institutions),
- Recruit students through national and international competitive entrance exams based on the school's qualitative and quantitative objectives, both objectives working hand in hand,
- Organize competitive entrance exams per the various access channels.

2. Implement academic programs which respect the school's quality standards:

- Participate in the elaboration and deployment of the academic policies under the functional responsibility of the Academic Director, the director will make proposals in terms of academic innovation and the development of new format,
- Implement the program while respecting the school's quality requirements and under the Academic Director's control,
- Implement international program policy elements respecting the rules and standards relevant to the International Directors and with the operational support of International Studies Service,
- Apply program internship policy with the operational support of the Internship Service,
- Improve the quality and academic performances of the program and its national and international reputation,
- Assure alumni professional performance,
- Lead face-to-face academic classes in the school's different programs.

3. Drive development of undergraduate offers and exercise management responsibilities inherent to the program

- Elaborate the development strategy for the group's undergraduate offer considering possible and creditable developmental axis.
- Manage, administer and control the organization, the budget, material means, and human resources available with the functional support of the General Administrative Services,
- Participate in the international accreditations processes especially for this director's group,
- Prepare and lead, with the coordination of the Communication Director and in the context of associated processes and procedures, all relative program events,
- Participate in the Executive Committee,
- Participate, at the General Director's request, with all internal and external entities,
- Guarantee systematic reporting to the General Director.

The Director of Undergraduate Studies may also eventually execute all other missions assigned by the school's General Director which relate to the school's needs and strategy

Expected Profile

- At least a Master's Degree from a French "Grand Ecole" (Elite French Institutions of Higher Education) or an international equivalent and 5 years' experience in marketing and business development,
- Excellent knowledge of higher education and research with a mastery of the system of "Grandes Ecoles" and strong knowledge of French Management School frameworks (curriculum, specificities, sourcing and international relations), vision of current stakes in higher education.
- Excellent human relations capacities with students and their families,
- Marketing and business development experience and program management by key performance indicators (1 or 2 previous positions, 5 years minimum),
- Recognized capacity to manage teams and collaborate with research professors,
- Mastery of national and international accreditation procedures,
- 3 years minimum of international experience,
- Excellent presentation and public speaking skills along with strong writing skills in French and English
- Adhesion to ethical values, open-mindedness and diversity, sense of responsibility and overall performance
- Able to assure one's own work, autonomous,
- Diplomatic sensitivity and institutional relations abilities,
- Innovation and rigor,
- Mastery of desktop applications: Word, Excel, Outlook, PowerPoint,
- Ability to develop team spirit.

Position details:

Based in the southern half of France with international business travel, as a director, a permanent contract with a four-month trial period which can be extended once.

Motivating compensation (fixed salary + variables) based on the candidate's specific profile.

The position is available for the start of fall classes in 2017

Recruiting procedures:

Please send relevant prospect documents to our consultant Sylvain Obarowski at the following e-mail address: recrutement@headway-people.com

After two interviews with HEADway consultants, short-list candidates will be introduced to the school's executives.

Ref	DIRBACH002
Date de dépôt	20-04-2017
Date de prise de poste	01-09-2017
Catégorie	Academic functions
Statut	Close
Contrat	Permanent contract with a four-month trial period which can be extended once
Localisation	Grand South of France



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