

St. Louis
Biz Journal

**Director, Global MBA Academic Program
School of Business and Technology
New Full Time position**

Webster University is seeking a Director, Global MBA Program to be primarily responsible for the oversight, coordination and successful delivery of the Global MBA. This position works with students both as a cohort and as a professional advisor to ensure their satisfaction with all aspects of the program. This position will work with SBT faculty, the associate dean, and the international campus directors to ensure proper coordination of the academic program. This position will work with students and employers to assist students in attaining their career goals, and will work closely with faculty in the School of Business and Technology to ensure that the students improve global thinking and a global perspective by the creation and delivery of extracurricular and curricular activities. The Director, Global MBA Program will assist the Director of Admissions as requested, to ensure that the cohort consists of best qualified candidates. The Director, Global MBA Program will exercise independent judgment in dealing with international campus directors, academic deans, employers, business professionals, faculty, students and administrators. Demonstrated skills in oral and written communication, as well as the ability to communicate effectively with all levels of individuals are imperative. The successful candidate must be able to function well in an ambiguous environment without clear direction, yet be able to juggle changing priorities from multiple stakeholders. Demonstrated organizational skills and the ability to juggle changing priorities is a must. Master's degree required, Doctorate degree is highly preferred. 5+ years' work experience in business, international relations, career services, student services or another related area is highly preferred. **Please submit cover letter and resume to: Human Resources, Re: Director, Global MBA Academic Program, Webster University, 470 E. Lockwood Ave., St. Louis, MO 63119 or email to jobs@webster.edu. Webster University is an equal opportunity, affirmative action employer; women and minority candidates are encouraged to apply.**

Director of Student Services
Full-time Replacement Position
Posted 8-8-07

Webster University is seeking a Director of Student Services at our Columbia, S.C. campus. This position is responsible for the overall operation of the student services team and effective maintenance of student records. Qualifications include: Bachelor's degree required, Master's preferred; excellent supervisory skills, strong computer skills, and prior administrative experience within a University setting is highly desirable. Please submit cover letter and resume to Webster University, Re: Director of Student Services, Webster University, 8911 Farrow Rd., Suite 101, Columbia, SC 29203. Webster University is an equal opportunity, affirmative action employer; women and minority candidates are encouraged to apply.

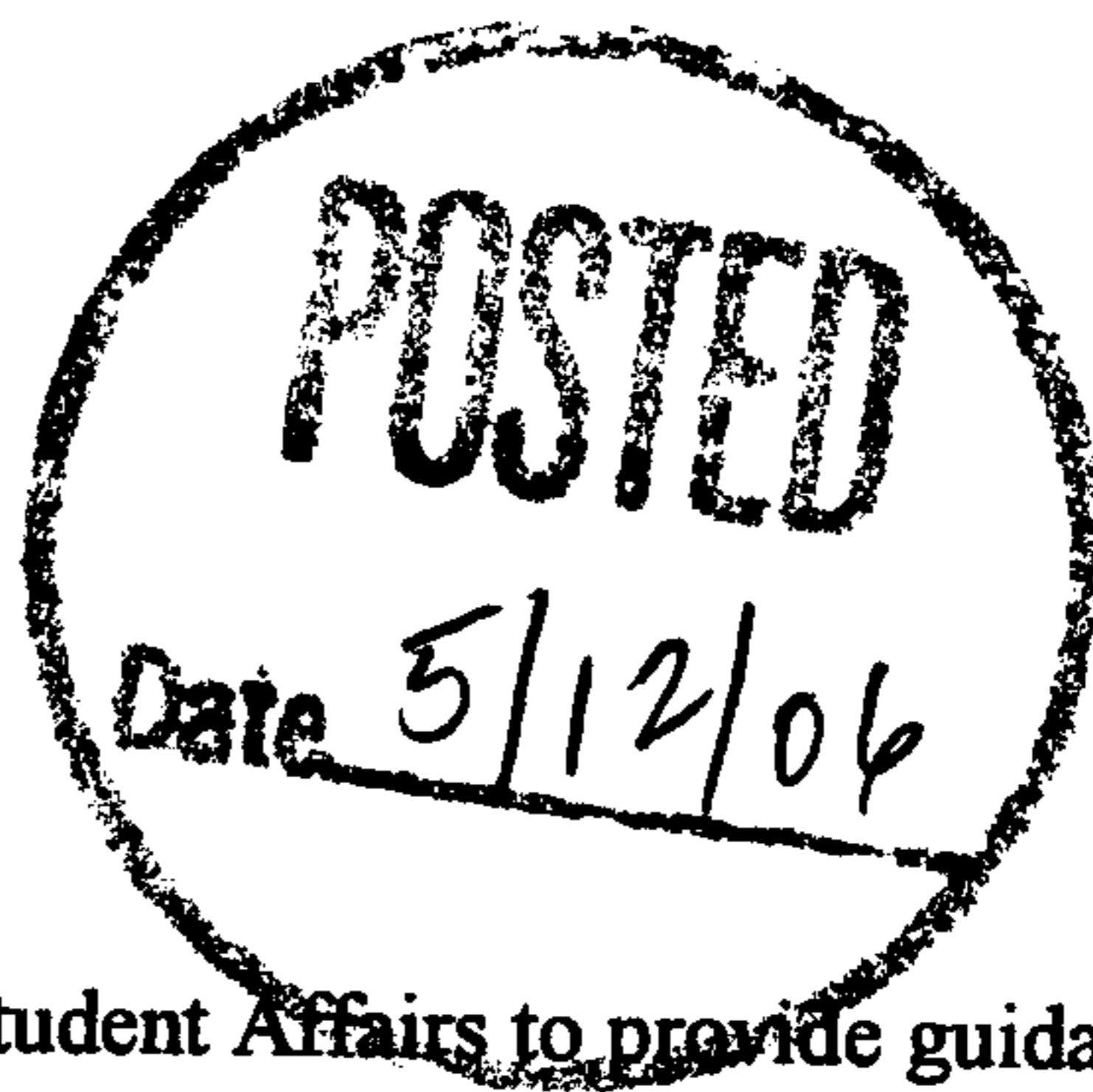
WebCT Site Administrator
Academic Distance Learning Center
Full-time Replacement Position
Posted 6-19-06



Webster University is seeking a WebCT Site Administrator to join the Academic Distance Learning Center. The WebCT Administrator will administer and support WebCT and serve as liaison to IT units. Responsibilities include: assist in transition from WebCT CE to Vista; day to day administration, configuration, and maintenance of WebCT application; recommend, install, and test application upgrades; monitor system performance; work with IT to plan system management and integrate University IT systems with WebCT; and maintain Online Programs web site. Qualifications: BA in computer science or related field; 2 years experience with administration of WebCT or other online course platform; experience with SQL Server, Unix, and J2EE Applications; experience in dynamic web development using PHP and CSS; knowledge of network connectivity, integration, configuration and protocols; and understanding of and ability to integrate systems, including operating systems, applications, network, and databases.

Please submit cover letter and resume to Human Resources, Re: WebCT Site Administrator, Webster University, 470 E. Lockwood Ave., St. Louis, MO 63119. Review of resumes will begin immediately and continue until the position is filled. Webster University is an equal opportunity, affirmative action employer. Women and minority candidates are encouraged to apply.

Director of International Student Affairs
Multicultural International Student Affairs
Full-time Replacement Position
Posted 5-12-06



\$35,000 -
\$40,000

Webster University is seeking a Director of International Student Affairs to provide guidance to international students on immigration regulations, as well as personal and cultural adjustment concerns. Responsible for developing, directing, and implementing international student programs and activities, and supporting the retention-related needs of international students. Qualifications: Bachelor's degree required, Master's degree preferred and at least one year of professional work experience in international student advising and international program development at the college level. Must have counseling and advising skills, intercultural communication skills and sensitivity to the diversity and complexity of international student issues and concerns. Strong written and oral communication skills; demonstrated familiarity with and sensitivity to cultural diversity concerns. US citizenship or lawful permanent residence, as required by the federal regulations for certification as a Designated School Official and Alternate Responsible Officer. Periodic attendance at evening and/or weekend activities and responding to international student needs beyond usual office hours Please submit cover letter, resume and three letters of reference by May 26, 2006 to Human Resources, Re: Director-ISA, Webster University, 470 E. Lockwood Ave., St. Louis, MO 63119 or jobs@webster.edu Webster University is an equal opportunity, affirmative action employer; women and minority candidates are encouraged to apply.

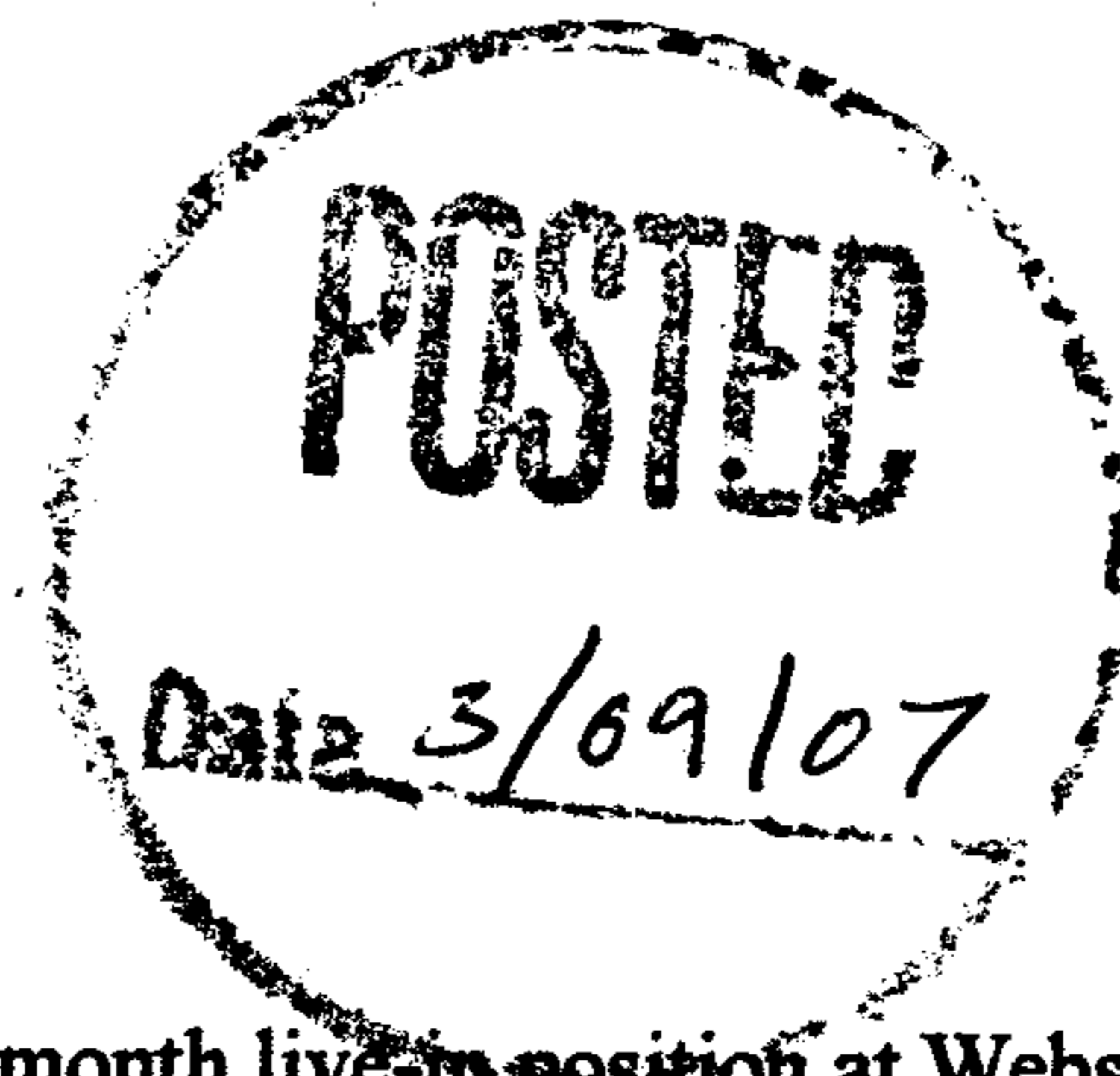
Ted Hoek
filled



Course Developer
Academic Distance Learning Center
Full-time Replacement Position
Posted 2-15-07

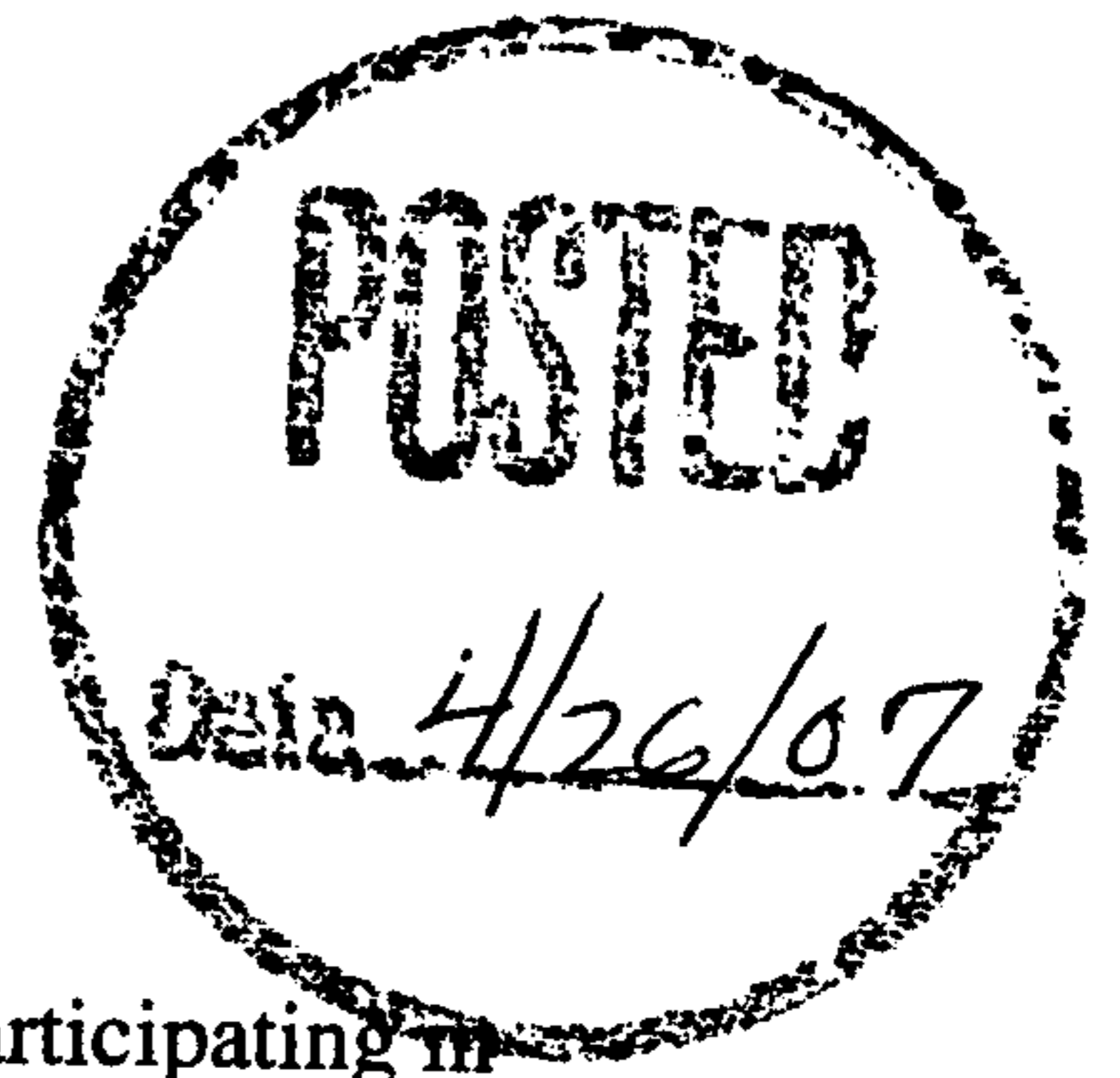
Webster University is seeking a Course Developer within the Academic Distance Learning Center. The Course Developer ensures that Webster's online courses are developed appropriately from a technical aspect and are in working condition prior to the start of a new term. The Developer collaborates with the Instructional Designer to assist faculty in developing new courses and reengineering existing courses. Qualifications include an undergraduate degree in computer science or equivalent, one year experience in web development, experience with HTML and HTML editors (Dreamweaver preferred), Java Script, Flash, PowerPoint, Mac/PC, experience with online learning, course management tools (WebCT, Blackboard), or CBT development is a plus. Please submit cover letter and resume to Human Resources, Re: Course Developer, Webster University, 470 E. Lockwood Ave., St. Louis, MO 63119 or jobs@webster.edu Webster University is an equal opportunity, affirmative action employer; women and minority candidates are encouraged to apply.

**Residence Hall Director
Housing and Residential Life
Full-time Replacement Position
Posted 03-09-07**



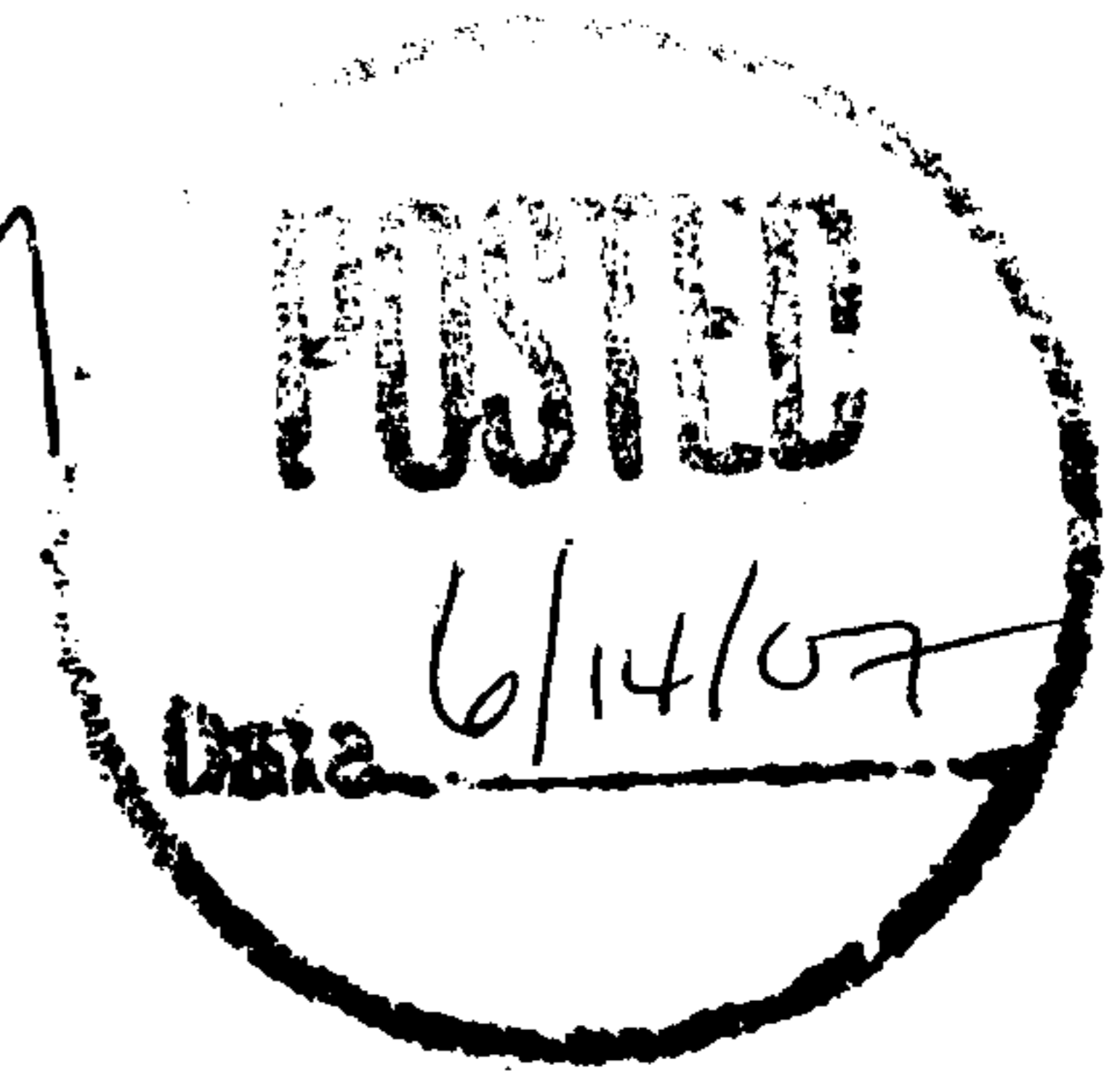
The Residence Hall Director (RHD) is a full-time, 12-month live-in position at Webster University. The RHD coordinates formative, administrative, and staff functions for three residence halls, housing approximately 430 students and supervises 11-14 paraprofessional staff, provides guidance to RA staff in administration, community development and education efforts. The RHD assists with the management of the overall administration of the housing system, including desk operations, student judicial officer roles, as well as participating in on-call rotation. Bachelor's degree plus experience in housing & residential life required, master's degree preferred. Compensation includes a furnished apartment, meal plan, \$24,000 salary, and an excellent benefits package. Please submit cover letter and resume to Human Resources, Re: Residence Hall Director, Webster University, 470 E. Lockwood Ave., St. Louis, MO 63119 or jobs@webster.edu Webster University is an equal opportunity, affirmative action employer; women and minority candidates are encouraged to apply. www.webster.edu

Government & Foundation Grants Development Officer
Development Office
Full-time Replacement Position
Posted 4-26-07



Webster University is seeking a dynamic individual to raise funds by participating in setting grants strategy; making inquiries to government, foundation and corporate funders; developing grant proposals and managing fundraising projects. Qualifications include an undergraduate degree and a minimum of 3 years experience in grantwriting and grants administration with extensive knowledge of foundation and government granting regulations and practices. Please submit cover letter and resume to Human Resources, Re: Grants Officer, Webster University, 470 E. Lockwood Ave., St. Louis, MO 63119 or at jobs@webster.edu. Webster University is an equal opportunity, affirmative action employer; women and minority candidates are encouraged to apply.
www.webster.edu

Closed
4/29/07



**Instructional Support Specialist for School of Communications:
IT Information Services**
Full-time Replacement Position
Posted 6-14-07

Webster University has a full-time opening for an Instructional Support Specialist in Information Technology. Incumbent will be responsible for assisting faculty, students, and staff in the School of Communications with integrating technologies into the teaching and learning process. Duties include identifying new technologies, adapting specific technologies for support of pedagogical goals, and developing and maintaining information and technology resources. Serves as the main liaison with all other IT support services to provide and ensure coherent support of School of Communications' technology objectives. Reports to the Director of IT Information Services and takes direction from the Dean relative to her faculty, students, programs, curricula, and other teaching-learning activities.

Associates Degree required (Bachelor's preferred) and two years hands-on experience, or equivalent combination. Requires extensive computer skills encompassing hardware, peripherals, and application software for both Macintosh and Windows platforms. Experience in an educational support setting strongly desired, including knowledge of educational software and instructional uses of technology. Demonstrated ongoing and active interest in one or more substantive/content areas within the School of Communications is desired.

Please submit cover letter and resume by June 25, 2007 to Human Resources, Re: Instructional Support Specialist—School of Communications, Webster University, 470 E. Lockwood Ave., St. Louis, MO 63119 or jobs@webster.edu. Webster University is an Equal Opportunity, Affirmative Action Employer. Women and minority candidates are encouraged to apply. For additional information please see <http://www.webster.edu/admin/hr/jobs.html>

Director-Resource Planning and Budget
Finance Department
New Full-time Position
Posted 4-18-07



Webster University is seeking a Director of Resource Planning and Budget within the Finance Department. Responsibilities include organizing, implementing, and assessing the institutional planning and budgeting process. This position plays a key role in fiscal planning and budgeting and reports to the Associate Vice President for Resource Planning and Budget. Requirements include a Bachelor's degree, with a Master's degree strongly preferred, and 5 years of directly related experience; knowledge of institutional business policies, practices and terminology; and a high level of planning and analytical skills. Please submit cover letter and resume to Human Resources, Re: Director of Resource Planning and Budget, Webster University, 470 E. Lockwood Ave., St. Louis, MO 63119 or jobs@webster.edu Webster University is an equal opportunity, affirmative action employer; women and minority candidates are encouraged to apply.

Instructional Designer
Academic Distance Learning Center
Full-time Replacement Position
Posted 6-19-06



Webster University is seeking an instructional designer to join the Academic Distance Learning Center. The instructional designer will work with faculty as part of a team of designers and developers to apply instructional systems design procedures in educational program development; develop instructional models for a variety of subject matter areas and settings; match instructional strategies to student learning styles; evaluates, selects, and integrates new technologies into instructional systems focusing on asynchronous teaching and learning; and utilizes formative and summative evaluation and research in the development and improvement of instructional systems. Reports to the Director. Qualifications include: masters degree in instructional design or a related field, 2+ years experience in instructional design, proficient in WebCT or other online course platform, strong verbal and written communication skills, and ability to manage multiple projects.

Please submit cover letter and resume to Human Resources, Re: Instructional Designer, Webster University, 470 E. Lockwood Ave., St. Louis, MO 63119. Review of resumes will begin immediately and continue until the position is filled. Webster University is an equal opportunity, affirmative action employer. Women and minority candidates are encouraged to apply.