

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.