**Job Title: MBA Assistant Director**

**Department: Bard MBA in Sustainability**

**Reports to: MBA Director**

**FSLA Status: Full-time, Exempt**

*Last revised 1/28/2025*

**Position Description**

Bard College’s low-residency [MBA in Sustainability program](https://gps.bard.edu/academics/mba-in-sustainability), based in New York City, has an opening for an Assistant Director. The AD leads the MBA community in implementing our commitment to Equity and Justice. The Assistant Director reports to the MBA Director, and will also work closely with the office of the Dean of Graduate Studies, as well as other college offices. The Assistant Director supervises the MBA Program and Events Coordinator.

Responsibilities include student academic advising, student affairs, and registration and billing. This is a full- time, twelve-month position. The position is generally remote, but is on-site in NYC or at Bard College during 10 four-day weekends per year. Occasional evening meetings required, as the program enrolls working adults: 125 students total in the program.

Bard’s MBA program, ranked the #1 Green MBA by Princeton Review for the last four years, is one of a few programs globally that embeds a focus on sustainability across all courses. Bard students master the business case for sustainability, understanding how to align financial success with social and environmental goals. Faculty members teach during intensive weekend residencies held once a month in Brooklyn; in addition, they teach an online evening session each week between the monthly residencies. This low-residency format allows flexibility in residential location. The Assistant Director is expected to attend once-monthly four-day extended weekend residencies in New York City or on the Bard Campus during the academic year. Otherwise, the position is remote.

**Responsibilities:**

Community

* Manages the Community Pillar in our commitment to equity and justice
* Liaison for extracurricular student opportunities
* Advises student committees
* Serves on at least one Bard Committee beyond the MBA

Student Affairs

* First line of contact for student onboarding, academic concerns and advising
* First line of contact for student life concerns
* Manages programming and advising for [Opportunity Scholars](https://gps.bard.edu/admission/financial-aid) (first generation and students from groups historically excluded from sustainability leadership)
* Manages student registration and billing, with the Enrollment and Programs Manager
* Serves on the Management Council, Hiring Committee and Careers Committee

Operations

* Supports the management of in-person weekend residencies in NYC and at Bard College
* Helps guide facilities decisions related to instruction
* Supervises NYCLab (our consulting class) client recruitment process

Faculty Management

* Manages the recruitment and hiring of new faculty
* Prepares faculty and TA contracts

**Qualifications**

Successful candidates will have an established record of excellence in educational, business, or non-profit administration, and at least five years of experience working with students, clients or customers in a service-oriented role. Master’s degree in a relevant field required.

Interest in business solutions to environmental and social challenges preferred. Demonstrated experience with Equity and Justice initiatives required.

For more information about Bard’s MBA program, visit the MBA website <http://www.bard.edu/mba>.

**Application Instructions**

To apply, send a cover letter, CV, and names and contact information for three references to Interfolio at <https://apply.interfolio.com/162885>. Applications will be reviewed as received.

**Salary:**  $77,000 - $84,000
This salary range reflects the College's good faith and reasonable estimate of the compensation for the position at the time of the job posting. Salary decisions are dependent on several factors including but not limited to market and organizational considerations, experience, and qualifications of a selected candidate as well as internal and external equity.

**Benefits Overview**
We are pleased to offer our full-time employees an excellent benefit package which includes; multiple health insurance options; [TIAA retirement plans](https://www.bard.edu/humanresources/retirement/); generous vacation, sick, and personal time; and more. To learn more about employee benefits and eligibility at Bard College, please visit <https://www.bard.edu/humanresources/benefits/>.

**Equal Employment Opportunity Statement**

Bard College is an equal opportunity employer, and we welcome applications from those who contribute to our diversity. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, mental, or physical disability, age, sexual orientation, gender identity, national origin, familial status, veteran status, or genetic information.

Bard is committed to providing access, equal opportunity, and reasonable accommodation for all individuals in employment practices, services, programs, and activities.