The Naval Postgraduate School (NPS) is accepting applications for a Faculty Associate to serve as Program Manager for various distributed learning (DL) education programs within the Graduate School of Business and Public Policy (GSBPP). NPS provides graduate education to military officers of the uniformed services, Department of Defense civilians, and members of the international defense community. For more information about GSBPP and NPS visit www.nps.edu. In addition to its resident education programs, GSBPP provides several master's degree and certificate education programs via DL, using video telecommunications and web-based systems. GSBPP is seeking an individual to provide tactical and strategic management for these DL programs. The incumbent will report to the GSBPP Dean regarding management of the programs, and will work directly with teaching faculty, students and support staff. The incumbent will be responsible for developing and executing processes and policies in compliance with NPS, Department of Navy (DoN), and Department of Defense (DoD) funds management regulations. Specific management tools used in the administration of GSBPP educational programs include Sakai Collaborative Learning Environment (Sakai CLE); Collaborate, a web-based course management system; video-teleconferencing equipment (VTE); PYTHON, a NPS-specific student management system; Kuali Financial System (KFS), and other systems or programs related to NPS and DoN. Among other responsibilities, the incumbent will develop and execute program budgets, program marketing, coordination with program sponsors, and provide logistical support to faculty and students.

Minimum qualifications:

- A graduate degree in Education or a business related field.
- Demonstrated excellence in communication and interpersonal skills.
- Demonstrated experience within an academic environment.
- Understanding of general education criteria for Master’s level programs.
- Ability and willingness to travel on an infrequent basis.
• Must be a US citizen.
• Must be able to complete and successfully pass a security background investigation.

Salary is commensurate with qualifications and experience. Applications must include up-to-date curriculum vitae. Three letters of reference will be required of candidates who are selected for the interview phase of this recruitment action.

Applications will be accepted through April 9.

Applications should be sent to:

Dean William Gates
busapp@nps.edu

The Naval Postgraduate School is an Equal Opportunity/Affirmative Action employer.