

Official Title: Director, Center for Executive Education
Pay Schedule: AD-09

Non-Tenure Track

- A. **Summary:** The Director position is the senior leader of CEE and has responsibility to guide development of all courses within CEE, as well as the integration of learning objectives among all the courses and workshops in the Navy Executive Development Program. The incumbent will also deliver course content.
- B. **Duties:** The Director:
- provides executive-level, professional leadership in directing all facets of the CEE executive education program;
 - responsible for oversight and delivery of courses in support of the Navy's Executive Development Program (NEDP);
 - assists in the design and development of courses and curricula as required;
 - integrates learning objectives into the courses and programs;
 - serves as a senior lecturer responsible for delivering course content;
 - assists in the management and governance of the CEE programs and by performs academic service as required;
 - manages the annual CEE budget;
 - provides academic advice, service, or consultation to Naval activities as well as to other Defense activities and others, as required;
 - and performs other duties commonly understood to be faculty duties, as required.
- C. **Scope of duties:** The Director has an integral role in the management and delivery of workshops to develop Navy senior leaders from Flag Officers and Senior Executives to Captains, GS15s, and high-potential commanders. The Director works closely with the Vice Chief of Naval Operations (VCNO) and Chief of Naval Personnel (CNP), and the Flag Management Office on the Navy Staff.
- D. **Qualifications:**
- A postgraduate degree in an appropriate field;
 - broad experience (e.g., 10 years) in executive and leadership education programs;
 - mastery of the methods, tools, and practices for program evaluation and quality assurance;
 - a reputation for expertise in U.S. Navy operations and organization; and,
 - experience in facilitating seminar discussions and leading and executing successful executive development programs.
- E. **Special Requirements:** Position designated non-critical sensitive (requiring Secret eligibility) unless otherwise designated via the Position Designation Tool on the AD PD Addendum; incumbent required to file OGE 450, Confidential Financial Disclosure Report.