



Executive Director, Graduate Programs, Harbert College of Business

Leadership Profile

May 2026



Executive Summary

Auburn University is seeking an accomplished and strategic leader to serve as Executive Director of Graduate Programs within the Raymond J. Harbert College of Business. Reporting to the Associate Dean of Graduate and Executive Programs, this senior leadership role is responsible for the strategy, direction, oversight, and administration of the full-time and online MBA programs, while also providing operational support for department-led master's programs, graduate certificates, and professional non-credit education. The Executive Director oversees all aspects of the MBA student lifecycle, including recruitment, admissions, advising, programming, and student support, while coordinating experiential learning opportunities such as orientations, global study trips, capstone consulting projects, leadership development, and workshops. The Executive Director collaborates closely with recruiting leadership, faculty, and senior administrators to meet enrollment, quality, and programmatic goals, while also managing program budgets and ensuring responsible stewardship of resources. In addition, the role is accountable for data integrity for rankings and accreditation, external representation through professional associations, and the integration and support of MS programs within the broader graduate strategy.

The ideal candidate brings a strong record of leadership in graduate or professional education, with demonstrated experience in MBA or graduate program administration, admissions, student services, academic affairs, or related areas. Qualified candidates must hold a master's degree in business, higher education administration, adult education administration, or a related field, along with a minimum of ten years of relevant professional experience. This experience must include at least five years in a leadership capacity and at least two years supervising full-time employees. Successful candidates will demonstrate strategic thinking, collaborative leadership, financial stewardship, and the ability to guide complex programs while partnering effectively with faculty, administrators, and external stakeholders.

Auburn University offers a compelling and mission-driven environment where graduate education has a life-changing impact through research, instruction, and outreach. The Raymond J. Harbert College of Business is committed to a culture of excellence, collaboration, and innovation, supported by generous benefits, educational opportunities, and a strong emphasis on work-life balance. Located in the Auburn/Opelika area, the university provides a welcoming community with southern charm, vibrant downtowns, and access to major cities and Gulf Coast beaches. Auburn's commitment to inclusion and belonging makes this Executive Director role an opportunity to lead within a values-driven institution dedicated to student success and professional growth.

For information regarding how to apply, submit nominations, or inquire about the role, please see the section "Procedure for Candidacy" at the end of this document.

Role of the Executive Director

The Executive Director of Graduate Programs provides strategic leadership, direction, oversight, and administration for the full-time and online MBA programs within the Raymond J. Harbert College of Business, while also supporting department-led master's programs, graduate certificates, and professional non-credit education. The role leads and supervises program staff and oversees all aspects of the graduate student experience, including recruitment, admissions, matriculation, advising, communications, course scheduling, experiential learning, global study opportunities, and co-curricular programming. The Executive Director is responsible for identifying and leading program growth and enhancement opportunities, managing MBA and MS program budgets with sound stewardship, and ensuring accurate accreditation and rankings data reporting. In partnership with senior leadership, the position also contributes to the strategic direction of professional education offerings across multiple locations and represents Harbert's graduate programs through professional associations and conferences.

Duties and Responsibilities

- Administers and oversees all aspects of the full-time and online MBA program student experience and provides support for MS programs. Effectively leads the team to plan and execute communications, orientations, capstone consulting projects, global and other study trips, receptions, speakers, course scheduling, student support, case competitions, scholarships, graduate assistant awards, leadership, and other workshops.
- Provides strategic leadership for the full-time and online MBA programs and integration of MS programs. Looks for, investigates, proposes, and leads new growth opportunities and program enhancements and opportunities.
- Directs online and full-time MBA selection and admissions and works with the Director of Recruiting on shaping recruitment to meet growth and quality targets. Facilitates the selection and admissions of Harbert College MS Programs.
- Responsible for full-time and online MBA and MS administration budgets and budgeting. Ensures good stewardship and wise spending within the College's strategies and values framework.
- Responsible for enhancing program reputations and stature, including overseeing accurate and high-integrity accreditation and ranking data collection and reporting for campus and online MBA and MS programs. Represents programs with peers through participation in appropriate professional associations and conferences.
- In conjunction with the Associate Dean for Graduate and Executive programs, as well as Harbert's Director of Birmingham Operations, assists with the management and strategic direction of the professional (non-credit) education offerings in the Harbert College of Business, including locations in Auburn, Birmingham, and Huntsville, AL.
- All other duties as assigned

Qualifications

The successful candidate must have:

- A master's degree in Business, Higher Education Administration, Adult Education Administration, or a related field
- A minimum of 10 years of experience in one or more of the following areas:
 - MBA program administration
 - College admissions and/or advising
 - Student affairs
 - Academic affairs
 - Student services
- At least 5 years of experience in a leadership capacity
- A minimum of 2 years of experience supervising full-time employees



About the Harbert College of Business

Overview



The Harbert College of Business is the largest of twelve colleges at Auburn University with more than 6,500 students, 133 faculty, 96 staff, an annual operating budget of \$138 million, and a \$125 million endowment. The College is a nationally ranked hub of undergraduate, graduate, and continuing business education that is inspiring the next generation of business leaders. Its world-class faculty deliver academic rigor in the classroom, and its scholarship advances thought leadership and best practice in business. The College has a strong connection to business practice through nine centers and institutes, sponsored research, and outreach. Alumni, friends, and corporate partners actively engage with faculty and students to integrate business theory with practical experience and instill the level of professional proficiency and personal integrity demanded by employers around the globe.

The Harbert College prepares students to become effective and socially responsible managers in business, organizations, and government agencies. To achieve this goal, the College offers eight distinctive undergraduate programs leading to the Bachelor of Science (B.S.) in business administration. In addition, it offers graduate work for the degrees of Master of Business Administration (MBA), Master of Science in Business Administration (M.S.B.A.) with

a concentration in finance, Master of Science in management information systems (M.S.I.S.), Master of Science in supply chain management, and Master of Accountancy (M.Ac.). The College also trains the next generation of business scholars by offering a Doctor of Philosophy (Ph.D.) in business for information systems, finance management, and supply chain management. The Harbert College of Business and the School of Accountancy are accredited at the undergraduate and graduate levels by the Association to Advance Collegiate Schools of Business (AACSB International).

The College's world-class faculty and staff are focused on delivering an elevated Auburn experience, conducting transformative scholarly research, and providing opportunities for lifelong learning. Students are given opportunities to gain experience abroad, rise in leadership through competitions, and inspire business in one of the Harbert College's many clubs and organizations. The College supports students by offering comprehensive services via centers that provide the technology and advice they need for academic and business success.

College Mission

We develop business leaders who embody Auburn values, create knowledge that drives innovation, and shape the future of business and society.

College Vision

Our vision is to be a premier business school, globally recognized for academic excellence and bold thinking, driven by enduring Auburn values and a *spirit that is not afraid*.



Auburn University

Overview

Auburn University is one of the nation's premier public land-grant institutions, ranking #105 nationally in U.S. News and World Report's 2025 "Best Colleges" edition. Auburn, an R1 research university, maintains high levels of research activity and high standards for teaching excellence, offering bachelor's, master's, educational specialist, and doctoral degrees in the arts and sciences, agriculture, engineering, nursing, and other professions. Its fall 2024 enrollment of 33,885 students includes 24,953 full-time undergraduates. Organized into 12 academic colleges, Auburn's more than 1,400 faculty members offer more than 150 educational programs. The University is nationally recognized for its commitment to academic excellence, positive work environment, student engagement, and beautiful campus. Auburn's Board of Trustees approved a new 10-year strategic plan in September 2024.

University Vision and Mission Statement

Auburn University will emerge as one of the nation's preeminent comprehensive land-grant universities in the 21st century. Central to all its functions will be the University's historic commitment of service to all Alabamians as the state becomes a part of a global society with all of its challenges and opportunities.



Auburn, Alabama

Auburn residents enjoy a thriving community, recognized as one of the "best small towns in America," with a moderate climate and easy access to major cities, beaches, and recreational mountain facilities. Situated along the rapidly developing I-85 corridor between Atlanta, Georgia, and Montgomery, Alabama, the combined Auburn-Opelika, Alabama, and Columbus, Georgia, statistical areas have a population of over 500,000, with excellent public-school systems, outstanding recreation areas, and an exceptional regional medical center.



Procedure for Candidacy

Applications can be submitted through the [WittKieffer Candidate Portal](#). Applicants should submit, as separate documents, a CV or résumé and a letter of interest that addresses the themes outlined in this profile. WittKieffer is assisting Auburn University in this search. For full consideration, candidate materials should be received by **June 26, 2026**.

Nominations and inquiries can be directed to the WittKieffer consultants supporting this search:

Natalie Song | nsong@wittkieffer.com

Jevon Walton | jwalton@wittkieffer.com

Auburn University is an EEO/Vet/Disability Employer and is committed to building an inclusive and diverse community.