

**Boston College
Boston, Massachusetts**

Position Profile

**Program Director, Masters of Health Administration
December 2015**

**Prepared by:
Summit Search Solutions, Inc.**



**BOSTON
COLLEGE**

www.bc.edu

THE INSTITUTION

Boston College (BC) was founded in 1863 by the Society of Jesus (Jesuits). Today it is one of the nation's foremost universities, with an enrollment of nearly 14,700 undergraduate and graduate students from all 50 states and more than 80 countries.

Each year the University confers more than 4,000 degrees in more than 50 fields of study through eight schools and colleges. Faculty members are committed to both teaching and research and have been honored by Carnegie Foundation for the Advancement of Education and the MacArthur Foundation. Boston College is ranked 30th among national universities by U.S. News & World Report. Boston College fosters in its students rigorous intellectual development coupled with religious, ethical and personal formation in order to prepare them for citizenship, service and leadership in a global society. See www.bc.edu for additional detail.



Woods College of Advancing Studies (WCAS) expands the mission of BC by engaging in significant scholarship that enriches the culture and addresses important societal needs. As such, Woods College seeks to promote care and attention to the human person that is the hallmark of Jesuit education. In particular, the Woods College of Advancing Studies recognizes the important contributions a diverse student body, faculty and staff can offer, while being firmly committed to academic freedom. This mission leads Woods College to develop a best in class online/hybrid Masters in Health Administration program. This program will offer a competency based educational model to non-residential and adult students and professionals.

Location: Boston, MA

THE OPPORTUNITY

The Program Director, working in conjunction with the Dean and Associate Dean of Academic Affairs, will provide leadership for the development, implementation, launch, and ongoing management of the **hybrid/online Masters of Health Administration (MHA) program** at the Woods College of Advancing Studies.

The Program Director may also participate in teaching for the program. Major areas of responsibility include:

- Development of program value proposition and market-responsive program features that enhance differentiation and competitiveness;

- Guidance of MHA program development and implementation (e.g., program and curriculum design, faculty recruitment and hire, integration of program with academic and core business processes at Boston College, management of program accreditation, marketing, and student recruitment and retention);
- Management of vendors that support the program;
- Development of internal and external advisory relationships and partnerships (e.g., deans of other academic units at BC; external employers); and
- Ongoing program management (e.g., ongoing curriculum development and assessment, enrollment management, oversight of student lifecycle services, and tracking, assessing, and reporting on student progress and the program's outcomes).

The Program Director reports to the Dean of Woods College of Advancing Studies. He/she will hold supervisory responsibility over a Program Manager, Admissions Processor, Online Operations Manager, and, one to three Program Faculty FTEs by the time the program is running at full scale.

The initial challenges for this position will be to plan and implement all facets of an academically strong Master of Health Administration (MHA) program in an online, competency-based format with appeal to a variety of audiences, potentially including executives and mid-career professionals. This program is a critical part of the WCAS strategic plan for growth and represents an opportunity to develop a model for other programs at the college. Ongoing challenges and/or problems include increasing the program's enrollment and retaining students in a competitive market.

By year five of the program, it is anticipated that the Program Director will oversee more than \$1 million in net return annually, and supervise between five and ten FTEs between faculty and staff.

QUALIFICATIONS

- Master's degree required; Ph.D. strongly preferred.
- The ideal candidate will have a terminal degree in an appropriate discipline relative to health administration (e.g., Ph.D., M.D.) with experience in teaching, advising, and graduate program development and oversight.
- The ideal candidate will possess at least five (5) years of industry experience in positions related to health administration, with increasing breadth and level of management responsibility.
- Experience in academic program development, teaching required; administrative experience preferred.
- Online education experience preferred; desire required.
- Strong communication, collaboration, and consensus-building skills.
- Involvement with relevant professional, government, and/or industry associations and agencies, and a record of developing strategic partnerships with critical external organizations.
- Ability to tactfully and effectively respond to and handle a broad range of high level and sensitive interpersonal situations, conflicts, and problems involving diverse personalities.

- Demonstrable problem solving skills and ability to work independently.
- Experience as an effective team leader.

University Core Competencies at Boston College:

Teamwork, Customer Focus, Continuous Learning, Decision Making, Problem Solving, Communication, Applying Technology, Valuing Diversity, Big Picture Perspective, Openness to Change, Productivity, and People Development.

PROCEDURE FOR CANDIDACY

Confidential review of applications will begin immediately and continue until position is filled.

Click the following button to apply and submit your CV/resume:

[Apply Now](#)

Or copy and paste the following link into your browser:

<https://summitsearchsolutions.catsone.com/careers/index.php?m=portal&a=apply&jobOrderID=6625749&portalID=5652>

For nominations or further information:**Margaret Lawrence**

Senior Consultant

Summit Search Solutions, Inc.

Direct: 303-862-6575

mlawrence@summitsearchsolutions.com

Carrie Coward

President

Summit Search Solutions, Inc.

Direct: 828-669-3850

ccoward@summitsearchsolutions.com

Boston College is an Affirmative Action/Equal Opportunity Employer and does not discriminate on the basis of any legally protected category including disability and protected veteran status. To learn more about how BC supports diversity and inclusion throughout the university please visit the Office of Institutional Diversity at <http://www.bc.edu/offices/diversity>.



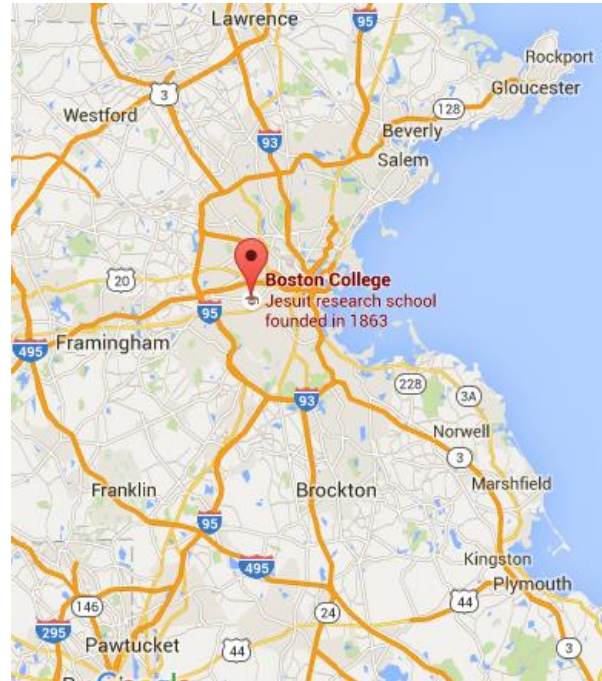
[Summit Search Solutions, Inc.](#) is a boutique executive search firm dedicated to serving education, healthcare and not-for-profit communities nationwide. Based in Asheville, NC, Summit has a team of experienced recruiting consultants in strategic locations across the country including New York, North Carolina, Colorado and California.



BOSTON, MASSACHUSETTES

Boston, located in Suffolk County, is the capital and largest city of the Commonwealth of Massachusetts in the United States. As the largest city in New England, Boston is considered the unofficial economic and cultural center of the entire New England region. It's steeped in history, yet has its share of modern buildings. In some ways, it's a very provincial city, yet has a long and proud history of international trade and immigration - and has the nation's highest concentration of colleges. You'd be hard pressed to find a U.S. city with more cultural attractions than Boston. From the Boston Symphony Orchestra to the Museum of Fine Arts, from Newbury Street galleries to the bookstores of Harvard Square, Boston has more than enough going on to keep you busy fulltime.

Boston's colleges and universities have a major impact on the city and region's economy. Not only are they major employers, but they also attract high-tech industries to the city and the surrounding regions, including computer hardware and software companies as well as biotechnology companies like Millennium Pharmaceuticals, Merck & Co., Millipore, Genzyme, and Biogen Idec. According to a 2003 report by the Boston Redevelopment Authority, students enrolled in Boston's colleges and universities contribute \$4.8 billion annually to the city's economy. Boston also receives the highest amount of annual funding from the National Institutes of Health of all cities in the United States.



Interesting facts about Boston, MA:

- There is a 6.25% state sales tax and there are no local sales taxes.
- Boston has an extensive network of bus routes, commuter rail lines and subways. In 1897, Boston built America's first subway – the Tremont Street Subway.
- Boston has four very distinct seasons.
- Residents of Boston are referred to as *Bostonians*.
- Home of the NHL Boston Bruins who have won 6 Stanley cups, Boston Celtics who have won 17 NBA Championships, Boston Red Sox, 8-time MLB World Series champions and New England Patriots, 4-time Super Bowl champions.

For additional information on Boston, MA, please visit:

- [Boston Chamber of Commerce](#)
- [National Historic Park - Boston](#)
- [Boston Business Journal](#)
- [CBS Local News - Boston](#)