

**Director
Lewis White Real Estate Center
Bloch School Of Business
University Of Missouri At Kansas City.
Kansas City, Missouri**

POSITION OVERVIEW

UMKC Bloch School of Business Lewis White Real Estate Center is seeking applicants for a Center Director. Salary commensurate with experience. Duties include but are not limited to: formulate and implement the strategic plans, outreach activities and provide leadership for the Lewis White Real Estate Center of the Bloch School at UMKC. The Director will be expected to provide leadership for undergraduate and graduate programs at UMKC and the Lewis White Real Estate Center, and interact extensively with professionals in the real estate field in Kansas City, the Midwest region, and nationally. Develop and coordinate all activities of the Center. Develop and administer new programs. Define the role and direction of real estate education for the school or college assigned. Execute a strategic framework for executive education, including a marketing plan for the Center that results in steady and profitable growth. Work closely with faculty to establish a high profile in various private and public organizations to strengthen the real estate education programs and their impact. Ensure compliance with external accreditation processes. Set goals and objectives based on evaluation and interpretation of past and present programming. Develop and manage database on business community and civic community programs and information lists. Interact with media and executives interested in the Center programs. Develop and maintain a network of Real Estate Continuing Education session providers. Motivate and encourage excellent performance standards for both instructors and learners. Work with faculty on curriculum development to enable the Director to lead the initiative for a top tier program and to identify new program areas to respond to learning needs. Maintain quality standards and academic criteria in planning program development for the profession assigned. Anticipate changes in local market conditions that would affect programming, budgeting, personnel, scheduling and other aspects of the real estate program. Oversee the collection, compilation and reporting of instructor and course data for programs, and implement changes to accommodate increases or decreases in enrollment. Coordinate with University Advancement for grant writing, fund raising and developing new revenue streams. Determine cost-effectiveness and program feasibility by analyzing and evaluating income, expenses, and other sources. Evaluate costs of advertising and other promotional expenses, the use of resources regarding enrollments generated, and the return on investment. Supervise, hire, train, and evaluate administrative staff (such as the Center manager, marketing director, technical support, and administrative assistants). Organize and implement annual recognition programs. Oversee development and maintenance of Center program web pages. Prepare a variety of required reports for the Center. Manage budget and financial reporting. Provide program assistance, resources, and orientation to instructors to insure a successful teaching experience. Full supervision is exercised over a staff of exempt, non-exempt and students.

OUR STORY

UMKC, one of four of the University of Missouri campuses, is a doctoral research-intensive public university offering traditional and interdisciplinary programs and serving approximately 14,500 students. The University is well positioned to address the demands of the times in a dynamic city that deserves and requires the benefits that accrue from a strong public university.

The University of Missouri-Kansas City has a broad and inclusive educational mission with specific emphasis in three areas: visual and performing arts, health and life sciences, and urban affairs. UMKC's unique profile includes the College of Arts and Sciences and Schools of Education, Nursing, Business and Public Administration, Medicine, Law, Computing and Engineering, Biological Sciences, Dentistry, Pharmacy, and the Conservatory of Music and Dance.

The University has an institution-wide commitment to diversity and multiculturalism and strives to create a welcoming environment where faculty and staff feel valued for their contribution. The successful candidate will have a genuine enthusiasm for students and the University.

MINIMUM QUALIFICATIONS

Master's degree in Business Administration or an equivalent combination of education and experience from which comparable knowledge and skills can be acquired is necessary. Fifteen years of professional experience as a real estate executive, academic experience in university and/or corporate executive training that included market demand assessment, program and proposal development, program monitoring and evaluation, and ten years of supervisory experience in a university and/or corporate environment are required.

SALARY AND BENEFITS

UMKC offers a competitive salary, starting at \$80,000 (commensurate with experience), affordable medical and dental plans (no waiting periods), 403(b) savings plan, paid time off, tuition assistance (75% of educational fees paid), and University paid long-term disability and life insurance benefits.

HOW TO APPLY

UMKC is an equal opportunity employer/educational institution and candidates of all backgrounds are encouraged to apply. All final candidates will be required to successfully pass a Criminal Background Check prior to beginning employment. Please download our application at <http://www.umkc.edu/jobs> Mail application, resume and cover letter to: Kelly, AC #226, 5100 Rockhill Road, KCMO 64110.

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