

THE NATIONAL GRADUATE SCHOOL
JOB DESCRIPTION
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JOB TITLE: Program Manager, China Programs
DEPARTMENT: Enrollment Management
EEO: Management
FLSA Status: Exempt
Nature of Work:

The National Graduate School seeks an innovative, entrepreneurial and detail-oriented program manager to direct enrollment management in China. An NGS priority is to assure support of NGS strategic learning partners (SLPs) and their employees across the globe. Working in a matrix structure assisting the Vice President of Enrollment Management and reporting directly to the President, the Program Manager for China would advance NGS interests through the provision of educational services in China to SLP employees and other designated clients.

NGS combines the agility of an entrepreneurial institution, the credibility of educational alliances with leading *Fortune* private sector and leading public and military organizations and the distinction of a ten-year accreditation reaffirmation by the prestigious New England Association of Schools and Colleges. NGS programs are distinct among higher education institutions for a benchmark rate of retention and 99% program completion rate on time. NGS programs are preeminent for work-related projects that achieve tangible, financial Return on Investment (ROI), Student and sponsor customer satisfaction has been correspondingly high for the entire history of the institution.

In preparation for the offering of degree and certificate curricula in 2007 in China, NGS has created the new position of Program Manager, China. The successful candidate will have a record of measurable achievements within China and /or Asian-related markets. The incumbent will also be recognized for contributions to new business development.

The PM advances institutional financial goals through strategic analysis and outreach. With guidance by the Vice President and vision from the President, the PM will proactively establish and expand SLP points of contact within China, identify new and potential SLPs and transform potential interest into enrollment support by influential contacts.

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General Duties, Responsibilities and Best Practices:

1. Expands recruitment achievements among existing SLPs in China.
2. Assists VP/EMGT in developing strategic plan for acquisition of new strategic learning partners (SLPs) and sponsors.
3. Represents NGS with potential applicants or account executives at in person and online briefings, site visits and sponsor discussions.
4. Develops and implements initiatives and incentives that have positive bottom line impact.

Knowledge, skill sets and abilities:

1. Preparation and follow-up of new business development proposals.
2. Analytical and research skills to develop or improve new business opportunities with NGS-related key market segments.

Working Conditions or Additional Requirements:

1. All information (written, verbal, electronic, etc.), whether related to NGS or to NGS clients and students, et al. that an NGS employee encounters is confidential and proprietary. Adherence to school compliance policy, department guidelines/policies and all applicable laws and regulations is required at all times. A non-disclosure agreement will be required and contravention will result in immediate dismissal.
2. Travel is required as related to business development or institutional functions, e.g. briefings. Multi-day stays in China will be required.
4. Must be able to drive, walk up and down stairs, lift and carry materials up to 50 lbs.

Minimum Qualifications:

1. Fluently bilingual in Chinese and English.
2. 10 years substantive experience in building relationships with organizational leaders.
3. China-wide network of existing relationships with existing or potential SLP.
4. Demonstrated experience in new business development.
5. Demonstrated success in developing strategic plans.
6. Facility with relevant Microsoft and Adobe Client Management programs.
7. Practical knowledge of project management.
8. Excellent verbal and written communication skills.
9. Bachelors degree. Masters preferred.
10. Chinese National with parallel US experience strongly preferred.

Compensation

1. Salary, benefits and special recognition commensurate with experience and achievements.
2. Quarterly and annual assessment through a pre-established balanced scorecard of qualitative and quantitative measures, such as adherence to NGS values and demonstrable contributions to EMGT goals.

* This description is not intended to be a complete statement of job content; rather to provide a guide to the essential functions performed. Management retains the discretion to add to or change the duties of the position at any time.