The University of Georgia

Director of the Georgia Center for Continuing Education Conference Center & Hotel

The Vice President for Public Service and Outreach of the University of Georgia (UGA) invites applications and nominations for the position of Director of the Georgia Center for Continuing Education Conference Center and Hotel (Georgia Center).

The University of Georgia, a land-grant and sea-grant institution located in Athens, GA, is an international leader in outreach programming and scholarship. UGA is consistently ranked among the top 25 public universities in U.S. News & World Report. The University’s main campus is located in Athens, approximately 65 miles northeast of Atlanta. Our academic programs reside in 17 schools and colleges, and the University’s enrollment now exceeds 36,000 students including over 27,500 undergraduates and over 8,000 graduate and professional students. Additional information about the University of Georgia is available at http://www.uga.edu/.

UGA Public Service and Outreach actively connects University students, faculty and resources to each of Georgia’s 159 counties and more than 500 cities, the private sector, community organizations and many countries around the world. As part of UGA’s outreach mission, Public Service and Outreach works to help create jobs and prosperity, develop the state’s leaders, and solve critical statewide challenges. www.outreach.uga.edu

The Georgia Center is a large and comprehensive continuing education unit that includes a conference center and hotel and was one of the original Centers of Continuing Education funded by the Kellogg Foundation. The Georgia Center’s continuing education programs focus on conferences and other professional development experiences, both in-person and online. Opening in 1957, the 300,000 square foot facility includes two auditoriums, 19 conference rooms, 5 executive boardrooms, a computer training lab, 200 hotel rooms, banquet areas, a full-service restaurant, and café. The Georgia Center employs approximately 400 people. The Georgia Center hosts more than 1,700 events annually, with approximately 95,000 participants each year. More information about the Georgia Center can be found at: www.georgiacenter.uga.edu

The Director of the Georgia Center reports to the Vice President for Public Service and Outreach and is responsible for managing the administrative, budgetary, and programmatic operations of the unit. Applicants should have significant and extensive management experience that includes leading a large, complex, and diverse organization. Experience and understanding of managing both diverse continuing education programs and managing a multi-faceted auxiliary unit (hotel and food/beverage) is preferred. However, significant leadership experience in hospitality administration, academic administration, or continuing education will be considered. Applicants should show evidence of strong fiscal oversight skills, the capacity to interact with and lead a broad spectrum of people, and the ability to integrate continuing education and conference programs with hospitality services. Applicants should be able to position the Georgia Center for success through entrepreneurial partnerships. Applicants should also have a general understanding of information systems and use of technology for education and management. The Georgia Center is the focal point for numerous campus events and meetings and the candidate must be able to represent the Georgia Center to all levels of university leadership as well as external clients. Fundraising experience in higher education is desired.

Master’s degree with significant professional experience at the executive management level is required. A terminal degree is preferred. Related fields of interest include continuing education and training. This is an administrative, untenured public service faculty appointment. Candidates should have commensurate qualifications for appointment as a senior public service associate.

Applicant screening will begin immediately. Candidates are encouraged to submit their materials by – Sunday, April 17, 2016; however, screening will continue until the position is filled. The application packet should include a cover letter detailing how the applicant’s credentials and experience meet the needs, responsibilities, and qualifications stated above; a current curriculum vitae; and contact information for three references (who will not be contacted without further correspondence with the applicant).
All applicants must apply online at FacultyJobs@UGA. Please see the job posting at: http://facultyjobs.uga.edu/postings/658

Nominations, questions and/or other inquiries should be directed to Alex Moosariparambil, Primary Consultant with the UGA Search Group, 706-542-7344.

The University of Georgia is an EEO/AA/Vet/Disability Institution. As such, the University of Georgia is especially interested in candidates who can contribute to the diversity and excellence of the academic community. We not only strongly encourage women, minorities and other diverse candidates to consider applying for this position, but we also maintain that all candidates should share our commitment to diversity and inclusion.