MSAF Program Manager and Professor of Practice in Finance

Position:
The Perella Department of Finance at Lehigh University in conjunction with the Masters of Science in Analytical Finance (MSAF) Program, which is a joint initiative involving the Perella Department of Finance (College of Business and Economics), the Department of Mathematics (College of Arts and Sciences), and the Department of Industrial Engineering (PC Rossin College of Engineering and Applied Science), is seeking to recruit an individual to fulfill a **dual role** – as a Professor of Practice in Finance as well as MSAF Program Manager. The position is anticipated to begin on August 1st 2018, and is a renewable, fixed-term, non-tenure track, full-time position with reporting responsibility to the chair of the finance department.

The position requires teaching a 12 credit load per academic year in the Finance Program. The successful candidate is expected to engage in student advising and faculty service activities, including participating in commencement exercises, workshops, recruiting activities and other activities supportive of the Finance Department, its mission and goals, as assigned by the chair of the department.

For the MSAF Program, the responsibilities include:

Recruitment Responsibilities — developing and organizing a variety of creative programs focused on the recruitment of strong prospective students from a diverse applicant pool interested in the MSAF Program and encouraging admitted students to attend. Also, promoting the program to internal and external constituencies. These activities may include:

- Organize on-campus events such as Open Houses, Portfolio Days, New Student Evenings, and monthly on-campus events, as well as, on-line components to reach potential students (both foreign and domestic).
- Initiate programs based on recruitment strategies, programmatic decisions, arrangements for logistics, and contacts with speakers
- Develop a strategic system for cultivating alumni participation in recruitment events and other initiatives
- Coordinate activities with other staff members from the graduate office within the College of Business and Economics
- Measure the effectiveness of events through analysis of data pertaining to the outcome of the events

Placement Responsibilities — help graduates of the MSAF Program gain access to meaningful jobs which will utilize their skills within the domestic/global marketplace.

Desired attributes:

- The successful candidate will have, at the minimum, an MBA or a MSAF-discipline-related Master’s degree. A doctoral degree from a high profile university in a discipline related to MSAF program is very strongly preferred and will be weighted heavily by the selection committee.
- Relevant work experience in both the financial services field and teaching/training is required.
- Prior teaching experience at the university level will be weighted heavily, preferably at the graduate level
- Prior admission and placement experience will be weighted heavily
- Demonstrated planning and organization skills
- Excellent understanding of digital systems, databases and ability to work with data and analysis
- Commitment to the MSAF Program and an understanding of the curriculum
- Ability to be self-directed while working within a collaborative environment
- Ability to conceive of and implement strategic programs
• Must have excellent written and spoken communication skills to serve as an articulate spokesperson for the mission and values of MSAF Program and to work effectively across the three departments associated with the MSAF Program.

University:
For almost 150 years, Lehigh University has combined outstanding academic and learning opportunities with leadership in fostering innovative research. The institution is among the nation's most selective, highly ranked private research universities, being placed in the most competitive category in both Peterson's Guide and Barron's Profile of American Colleges. Lehigh's four colleges provide graduate and undergraduate education to approximately 7,000 students. The campus is located in Bethlehem, Pennsylvania, on more than 2,350 acres, in close proximity to both New York City and Philadelphia with Lehigh Valley International Airport (ABE) being merely 15 minutes from campus.

College and department
The College of Business and Economics has approximately 1,200 undergraduates, 450 graduate students, and 80 full-time faculty members. With respect to finance, the undergraduate finance major at Lehigh University is the largest undergraduate major in terms of graduates produced each year. A significant number of our undergraduates proceed to careers on Wall Street and have succeeded very well there. We have a strong presence on Wall Street and this is complemented by our alumni group, the Lehigh University Wall Street Council. The department also participates in the MBA program as well as our MS in Analytical Finance Program jointly offered with the Mathematics and Industrial Engineering Departments.

Process:
Review of applications will begin immediately and will continue until the position is filled. To ensure full consideration, please apply as soon as possible. Applicants should submit a curriculum vita, a letter outlining teaching philosophy and approach, and names and contact information for three references through https://academicjobsonline.org/ajo/program/11029. For additional information please contact Dr. Nandu Nayar, Chair, Perella Department of Finance, College of Business and Economics, Lehigh University, Rauch Business Center, 621 Taylor Street, Bethlehem, PA 18015-18015; E-mail: nan2@lehigh.edu; Tel: 610.758.3440.

Lehigh University is interested in candidates who can contribute, through their teaching and service to the diversity and excellence of the academic community. Lehigh University is an equal opportunity/affirmative action employer. Lehigh offers excellent benefits including domestic partner benefits. Lehigh University also has excellent work-life balance ideals viewable at: http://www.lehigh.edu/~inprv/work_life_balance.html.