

Fairleigh Dickinson University  
Director, International School of Hospitality and Tourism Management

The International School of Hospitality and Tourism Management (ISHTM) at Fairleigh Dickinson University (FDU), ranked among the best in the nation, is seeking a Director. FDU has two campuses in New Jersey, and two International campuses, one in Vancouver, British Columbia and another in Wroxton, England. FDU has a rich history of providing a personal, global and transformational education for over 70 years and is the largest private university in New Jersey. The ISHTM has been designated a Center of Excellence by the university and its growth and quest for continued distinction are supported broadly by the administration, faculty, alumni and industry.

The Director of the School reports to the Dean of Petrocelli College of Continuing Studies and is responsible for the day to day operations of the School. The School currently offers a Bachelor of Science in Hotel, Restaurant and Tourism Management, a Bachelor of Arts with a specialization in Hospitality, and a Master of Science in Hospitality Management Studies.

The Director represents the School in academic and industry fora and acts as liaison for alumni and the Hospitality Board of Advisors. He/she also takes a lead role in fundraising activities for the School. Specific duties include, but are not limited to, supervision of the faculty, graduate assistants, administrative staff, and work study students, upholding university regulations, ensuring quality of curricula and instruction, internship supervision, overseeing student achievement and specific student activities. The Director is also responsible for providing enrollment projections and, in collaboration with the Vice President for Enrollment, Planning and Effectiveness, recruiting students both nationally and internationally to grow program enrollment.

**MINIMUM QUALIFICATIONS:**

1. Terminal degree in Hospitality or related field.
2. Ten years of senior management experience in the hospitality industry, and a strong and expansive professional network.
3. A demonstrated record of professional success and growth.
4. Extensive leadership experience managing a variety of different units.
5. A demonstrated history of innovation and successful entrepreneurial activities in the industry or in an academic setting.
6. Hold a valid driver's license and have accessibility to transportation for travel between NJ campuses and to off-site locations.
7. Hold a valid passport for international travel, or obtain it during the 90 Day Introductory Period.
8. Employment is contingent upon a satisfactory background check. Candidates for hire will be required to sign a waiver authorizing the background check and produce a Social Security Card.

**PREFERRED QUALIFICATIONS:**

1. Record of research and scholarship in the hospitality field.
2. Experience with, or willingness to engage in, fundraising.

3. Administrative experience in higher education.
4. Knowledge of a second language is advantageous.

All qualified applicants will receive consideration for employment and will not be discriminated against on the basis of race, color, religion, sex, sexual orientation, national origin, age, disability, or protected veteran status. Fairleigh Dickinson University takes affirmative action in support of its policy to employ and advance in employment individuals who are minorities, women, protected veterans, and individuals with disabilities.

Interested candidates can learn more about and apply for this position through the University's Web site ([www.fdu.edu](http://www.fdu.edu)) by clicking on the Employment link at the bottom of the page.