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# **ASSOCIATE VICE PRESIDENT FOR CONTINUING EDUCATION AND CORPORATE RELATIONS**

**CINCINNATI, OH**

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## ABOUT THE UNIVERSITY

Xavier University is a nationally recognized Jesuit Catholic institution located in Cincinnati, Ohio. Founded in 1831, Xavier is committed to academic excellence, ethical leadership, and lifelong learning. With 6,000 undergraduate and graduate students, Xavier offers a dynamic learning environment grounded in the Jesuit tradition of educating the whole person.

As one of the oldest Catholic universities in the United States, Xavier maintains strong connections to the Cincinnati business community and regional industries, providing a powerful platform for workforce development and continuing education. The University is poised to expand its impact through innovative, high-quality programs designed to serve adult learners, career professionals, and organizational partners. This is a unique opportunity to lead a growing program that reflects Xavier's mission to empower individuals with the skills and knowledge needed to thrive in a rapidly evolving world.

## THE OPPORTUNITY

- Are you interested in leading the development and growth of Xavier's continuing education program with strong institutional support and room to innovate?
- Would you be excited to design programs that empower adult learners and professionals while addressing evolving industry and community needs?
- Are you eager to lead Xavier's efforts in developing and strengthening corporate relationships in the Cincinnati region?
- Are you motivated to join a mission-driven, regionally connected university, working within Xavier's values-based culture and leveraging Cincinnati's dynamic business community for strategic partnerships and impact?



# WHAT YOU'LL BE DOING

Xavier is seeking an entrepreneurial and mission-driven Associate Vice President for Continuing Education and Corporate Relations to build, lead, and scale a dynamic portfolio of workforce-aligned and lifelong learning programs. This person will shape and execute a new strategy for continuing education, ensuring offerings reflect the values of Jesuit education while responding to the needs of working professionals, adult learners, industry partners, and the Greater Cincinnati region.

This is a unique opportunity to establish Xavier as a regional leader in workforce development, professional education, and community engagement—through strategic business partnerships, data-driven program design, and innovation in delivery. In this role, you will provide:

## STRATEGIC LEADERSHIP

- Develop and execute a multi-year vision and strategic plan for Xavier's continuing education program.
- Align program goals with the broader mission and strategic priorities of Xavier University.
- Champion a student and employer centric culture that reflects excellence, innovation, and access.

## PROGRAM DESIGN & DELIVERY

- Lead and coordinate the creation and continuous improvement of programs, including certificates, micro-credentials, executive education, and customized workforce solutions.
- Accountable for quality, instructional delivery, and learning outcomes through performance metrics and stakeholder feedback.
- Expand offerings in key workforce areas in the business community such as healthcare, business, technology, education, and allied health.

## MARKETING, ENROLLMENT & GROWTH

- Develop and implement branding, marketing, and enrollment strategies in partnership with Xavier's MarComm team.
- Utilize digital tools, CRM platforms, and targeted outreach to attract adult learners and working professionals.
- Leverage and grow current programs offered through the Xavier Leadership Center (XLC) and other certificate programs.
- Track and analyze enrollment data and marketing performance to inform strategy and optimize campaigns.
- Collaborate with peers and other leaders to envision new paths for growth for Xavier.





## **PARTNERSHIP DEVELOPMENT**

- Build and sustain strategic relationships with regional employers, government agencies, community organizations, and industry leaders.
- Collaborate with faculty, deans, and staff across the University to co-create programs aligned with market needs.
- Represent Xavier's Continuing Education in external forums, consortia, and workforce initiatives to enhance institutional visibility and credibility.

## **OPERATIONAL LEADERSHIP & MANAGEMENT**

- Lead Xavier's cross-campus corporate relations efforts. This includes bringing together several areas of the university involved in corporate relationships, ensuring cohesive messaging and approaches to companies and organizations in the region.
- Recruit, lead, and develop a high-performing team of professional staff, program coordinators, and adjunct instructors.
- Manage departmental operations, including budgeting, compliance, and reporting to internal and external stakeholders.
- Pursue grant opportunities, alternative funding, and cost-sharing partnerships to support program expansion.

## **INNOVATION & DATA-DRIVEN DECISION MAKING**

- Use labor market data, student feedback, and industry trends to inform program development and assess ROI.
- Implement and refine systems for tracking performance metrics across program effectiveness, enrollment, and learner satisfaction.
- Foster a culture of continuous improvement and innovation in teaching and learning.



## IDEAL CANDIDATE QUALIFICATIONS AND EXPERIENCE

- Bachelor's degree in Education, Business Administration, Higher Education Leadership, or a related field.
- Minimum of 15+ years of total experience including 7–10 years of progressively responsible leadership experience in business, continuing education, workforce development, or a similar learning context.
- Established network of contacts in the Cincinnati regional business community.
- Proven track record of launching and scaling successful programs or units, including marketing, business development, and team leadership.
- Strong knowledge of adult learning principles, workforce trends, and higher education best practices.
- Excellent interpersonal, communication, and negotiation skills.
- Experience in university settings and familiarity with regional economic development initiatives.
- Demonstrated success securing external funding or corporate training contracts.
- Fluency in data analytics, performance-based funding, and online or hybrid delivery models.



# KEY PERSONAL ATTRIBUTES

## STRATEGIC VISIONARY

- Able to think long-term, set ambitious goals, and align innovative programs with institutional priorities and market needs.

## ENTREPRENEURIAL MINDSET

- Comfortable building from the ground up; energized by innovation, risk-taking, and creating value in a mission-oriented environment.

## RELATIONSHIP BUILDER

- Skilled at building trust and collaboration through executive influence across diverse stakeholders, both internal (faculty, deans, marketing) and external (industry, community, partners).

## DATA-DRIVEN DECISION-MAKER

- Uses metrics and performance data to guide decisions, measure outcomes, and continuously improve.

## PURPOSEFUL LEADER

- Highly accountable, with a commitment to deliver on goals—whether launching new programs, increasing enrollment, or driving partnerships.

## COMMUNICATOR & STORYTELLER

- Able to articulate the value of continuing education to multiple audiences including students, employers, and internal stakeholders with clarity and conviction.

## MISSION-ALIGNED ETHOS

- Personally motivated by Xavier's Jesuit values of education, service, and equity while demonstrating integrity, empathy, and commitment to community impact.

# THE PAYOFF

## STRATEGIC LEADERSHIP & IMPACT

- Lead the creation and scaling of a high-visibility, high-impact Continuing Education program at a respected Jesuit institution, shaping lifelong learning for regional professionals and industries.

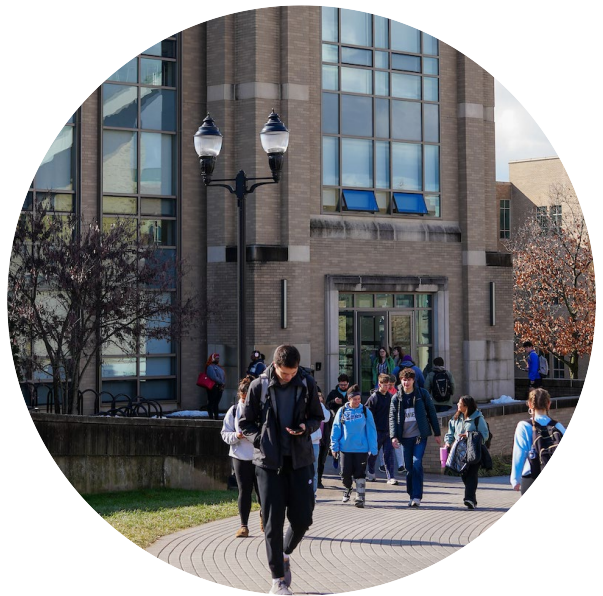
## ENTREPRENEURIAL SPIRIT

- Build something transformative from the ground up, designing programs, forging partnerships, and establishing sustainable revenue streams with the backing of a mission-driven university.

## MISSION-DRIVEN WORK

- Advance access to education in alignment with Xavier's Jesuit values of service, learning, and social justice making a tangible difference in individuals' careers and the broader community.

Please visit  
**Gilman Partners'**  
**website** to apply.



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