



# MERCYHURST

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## UNIVERSITY

501 East 38th Street  
Erie, PA 16546  
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800-825-1926  
[mercyhurst.edu](http://mercyhurst.edu)

## Executive Director of Intelligence Studies

**Location:** Erie, Pennsylvania  
**Department:** Office of Academic Affairs (OAA)  
**Reports To:** Vice President of OAA  
**Full/Part Time:** Full time  
**Classification:** Non-Exempt  
**Closes:** Open Until Filled

### POSITION SUMMARY

Mercyhurst University invites applications for a full-time, 12-month administrative position as Executive Director of the Intelligence Studies Department. The successful candidate will have a strong understanding of the intelligence community, a deep appreciation for the needs of Mercyhurst's intelligence department faculty, students and alumni, and a commitment to leading the nationally, recognized Department of Intelligence Studies. The start date is flexible, depending on institutional/candidate needs, January – August 2025. Applications will begin to be reviewed November 1, 2024.

### DUTIES AND RESPONSIBILITIES

- The next Executive Director of Intelligence Studies at Mercyhurst University will have the leadership skills and field knowledge to guide the Intelligence Studies program into the next generation—building on Mercyhurst's reputation of strong government and national security intelligence education and leading the department into new domains of corporate intelligence studies. The next leader will be adept at networking and connecting the department, faculty, and students with leaders in the field, ideally through a strong and developed professional network.
- Provide executive support to the Intelligence Studies Department, in coordination with the chair of the department and the department's online educational coordinator, who oversee the daily academic functions of the program.
  - The chair of the department shall assume regular chair duties of department budgeting, course scheduling (undergraduate and graduate), and faculty observations and mentoring.

- The online educational coordinator oversees online graduate courses (to be reviewed as undergraduate online degrees become available).
  - The chair and online coordinator will have regular meetings with the executive director to ensure program cohesion and program direction.
- Provide leadership and strategic planning for course programming and curriculum that aligns with the vision and mission of the university and reflects the highest standards of the intelligence field.
  - The Executive Director does so through regular meetings with the department chair, online coordinator, and department faculty, and through alumni engagement and professional networking.
- Work with department chair and online educational coordinator to identify potential faculty and staff to teach within the program, as well as educational and professional training opportunities that can be developed by the department for the intelligence community.
- Develop and lead external student recruitment initiatives including:
  - Working with the department chair and online coordinator to deploy faculty, staff, and students for in-house university recruitment events (open houses, day-ins, etc).
  - Collaborate on the development of new recruiting strategies that result in the increased enrollment of traditional undergraduate, graduate, and working professional audiences.
  - Assist the department in the mentorship of students, both graduate and undergraduate.
- Develop opportunities to increase the department's global reputation and engagement through new initiatives such as the creation of professional training programs, partnerships with international institutions and companies, student study abroad initiatives, and the creation of professional conferences and workshops.
- Cultivate and increase relationships with alumni and external partners, including pursuit of external funding and grant opportunities.
- Teach no more than two classes per year, as needed, in coordination with department needs and executive director responsibilities.
- Collaborate with Associate Vice President of Strategic Initiatives and the Office of Advancement on the creation of an Advisory Board for the Intelligence Studies program, consisting of alumni and leaders in the intelligence community.
  - The board will serve in an advisory capacity providing insight and guidance into changing trends in the field, potential funding opportunities, and other opportunities as determined.

- Work with the Director of Operations for the Center for Intelligence Research and Analysis and Training (CIRAT). The CIRAT is a nonprofit arm of Mercyhurst University whose mission is to develop opportunities with business and government entities through contracts, grants, and academic partnerships that enhance and professionalize the capabilities of Intelligence Studies and Computer Information Science students, making them competitive in the job market upon graduation. In working with CIRAT the Executive Director will provide leadership and support on various projects as needed, including working directly with student analysts providing any necessary training and oversight.

## **EDUCATION AND EXPERIENCE**

Applicants should possess graduate level education in Intelligence Studies or a related academic field, and/or significant applied experience in the field of intelligence or directly related professional fields.

## **APPLICATION PROCESS**

Review of applications will begin November 1<sup>st</sup>, 2024. Send cover letter, resume and 3 work-related references to:

Human Resources  
Mercyhurst University  
501 East 38th Street  
Erie, PA 16546  
[hrinfo@mercyhurst.edu](mailto:hrinfo@mercyhurst.edu)

Mercyhurst University values diversity and is committed to the goal of achieving equal opportunity for all. For that reason, Mercyhurst abides by federal, state, and local law in admissions, employment and all services and programs provided.

Mercyhurst does not unlawfully discriminate based on race, color, religion, creed, sex, citizenship status, ancestry, national or ethnic origin, age, familial status, sexual orientation, gender identity or expression, physical or mental disability, military or veteran status or any other legally protected characteristic or because of any individual's legally protected activities.

Mercyhurst complies with federal, state, and local legislation and regulations regarding nondiscrimination. This policy applies to faculty, administration and staff, applicants for employment, students and applicants for educational programs and activities.

**Candidates must be currently eligible to work in the United States.**