The Sammons Group Executive Director of the School of Actuarial Science will be primarily responsible for providing leadership in the external affairs of the School. This will include building strong relationships with all of the School’s constituencies, engaging in activities that enhance the reputation of the School, and securing opportunities for students and faculty to interact with the business world to promote meaningful research and experiential learning. The Director will also be a member of the faculty in the School of Actuarial Science and will teach a reduced course load.

The Sammons Group Executive Director of the School of Actuarial Science will provide overall administrative leadership for the School of Actuarial Science, including:

- Undertaking activities necessary to maintain recognition of the School as a Center for Actuarial Excellence;
- Advising students regarding their course scheduling and programs of study;
- Serving as the Advisor for the Drake Actuarial Students Society and Gamma Iota Sigma;
- Aiding the Department Chair in scheduling classes for the Actuarial Science program and identifying adjunct instructors when necessary. Coordinating with the Department Chair and Associate Dean to address issues with the adjunct instructors;
- Serving on various CBPA and University committees, as requested;
- Coordinating with faculty in actuarial science to ensure continuous improvement in the actuarial science curriculum and overall alignment with the overall CBPA curriculum;
- Serving as a liaison with the actuarial community, potential employers, and other external constituencies to create collaborative relationships and promote opportunities for experiential learning;
- Serve as the primary point of contact with the CBPA Career Center;
- Collaborating with university staff on fundraising for the SOAS;
- Organizing events that enhance Drake’s reputation for excellence in actuarial science.

Short description

Full-time 12-month continuing contract Sammons Group Executive Director of the School of Actuarial Science and Associate Professor of Practice in Actuarial Science. Responsibilities include building relationships with the School’s external constituencies, teaching 2 courses per semester, collaborating with faculty on applied research, advising students, and service.
Instructions how to apply

Submit cover letter, CV or resume, including 3 references, to https://drake.HireTouch.com/. Reviews begin on February 1, 2015. Questions may be directed to Dr. Deb Bishop, search chair, at deb.bishop@drake.edu.

Essential job functions

- Administrative leadership of the School of Actuarial Science
- Outreach to the professional community in Iowa and nationally
- Teaching undergraduate courses in actuarial science (2 classes per semester);
- Advising students on academic programs and professional opportunities;
- Collaboration with faculty in applied research;
- Serving on assigned School, Department, College, and University committees and performing other College service tasks as required.

Qualifications

The optimal candidate for this position has a passion for connecting theory and practice in the world of actuarial science and will serve as the School of Actuarial Science primary point of contact with the professional world. Actuarial credentials (FSA preferred) and executive level experience in actuarial science are required. Applicants with an interest in collaborating with the faculty on applied research will be given preference. A Ph.D. in Actuarial Science or closely related field is attractive.