



Director of the UGA Center for Continuing Education & Hotel

The University of Georgia (UGA) invites applications for the position of director of the University of Georgia Center for Continuing Education & Hotel (Georgia Center). The University of Georgia, a land-grant and sea-grant institution, is an international leader in outreach programming and statewide engagement. As part of UGA's outreach mission, the division of Public Service and Outreach (PSO) works to help create jobs and prosperity, develop the state's leaders, and solve critical statewide challenges. More information can be found at: www.outreach.uga.edu.

The Georgia Center is a large and comprehensive continuing education unit that includes a conference center and hotel. Located in Athens, Georgia, the facility was one of the original Centers of Continuing Education funded by the Kellogg Foundation. Opening in 1957, the 300,000 square foot facility includes two auditoriums, 19 conference rooms, five executive boardrooms, a computer training lab, 200 hotel rooms, banquet areas, a full-service restaurant, and bistro. The Georgia Center employs approximately 400 people and hosts more than 1,700 events annually, with approximately 95,000 participants each year. The Georgia Center's continuing education programs focus on conferences and other professional development experiences, both in-person and online. The Georgia Center also serves an important role in supporting lifelong learning by engaging adult learners, professionals, and organizations across the state. Through a unique partnership with the UGA College of Agricultural & Environmental Sciences, the Georgia Center also serves as a real-world learning laboratory providing experiential learning opportunities for Hospitality and Food Industry Management students. Information regarding the Georgia Center, one of eight UGA PSO units, can be found at: <https://www.georgiacenter.uga.edu/>.

Position Overview

The Director provides overall leadership of the Georgia Center, including administrative, budgetary, and programmatic operations, and supervision of faculty and staff. The Director will provide strategic leadership to advance the Georgia Center as a gateway to the University and as a hub for continuing and adult education. This includes leading a strategic vision that strengthens the Georgia Center's role in lifelong learning, hospitality, and public engagement. The position reports to the Vice President for Public Service and Outreach and is a member of PSO's senior leadership team.

The Director will also lead two complementary areas of focus: (1) advancing continuing education and lifelong learning opportunities for the state through conferences and non-credit courses, and (2) expanding student experiential learning with an academic partner: College of Agricultural and Environmental Sciences' Hospitality and Food Industry Management program. The successful candidate will work with the partner to grow student-focused programs and experiential learning opportunities, while also developing a clear vision for extending continuing education and adult learning through external partnerships that support statewide impact and align with the University's public service mission.

This position requires a high level of hospitality leadership that is foundational to the success of the Georgia Center. The Director is responsible for ensuring excellence in service across operations and the learning environment, and for leading the development and expansion of student experiential learning grounded in real-world, service-oriented experiences. As a visible representative of both the Georgia



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Center and the University of Georgia, the Director is expected to uphold and advance a standard of service that reflects positively on the institution's reputation and brand.

This is an administrative, non-tenure track [Senior Public Service Associate faculty appointment](#).

Responsibilities:

Strategic Leadership and Operations

- Provide strategic leadership to advance the Georgia Center's role in delivering continuing education services aligned with the University's public service mission through conferences, workshops, non-credit courses.
- Strengthen the Georgia Center's role as a statewide resource for professional learning and convening.
- Model and advance UGA's public service mission through programs, partnerships, and operations.
- Lead the administrative, budgetary, and operational responsibilities of the Georgia Center.
- Manage the operations of a large conference center with a hotel and dining facilities that serves as a gateway for guests and program participants to the University.
- Drive strategies to optimize use of facilities and ensure financial sustainability.
- Use data and assessment to guide planning and improve programs, services, and operations.
- Lead, develop, and mentor a workforce that delivers high levels of customer service, engagement, and operational excellence.
- Uphold exceptional standards of hospitality and service across all operations.
- Demonstrate leadership and engagement in higher education through active campus partnerships and communication.
- Support fundraising and development efforts.

Student Learning & Academic Collaborations

- Create and direct internships and student experiences connected to Georgia Center operations that enhance student learning and professional readiness.
- Lead and grow the partnership with the College of Agricultural and Environmental Sciences as a model for experiential learning, allowing for expanded student learning opportunities in hospitality, event management, and related fields.
- Apply hospitality leadership to ensure student programs reflect high standards of service and real-world operational excellence.

Statewide Engagement

- Expand continuing education, professional development, and lifelong learning opportunities access for Georgians.
- Identify workforce and community needs across the state to inform program development.
- Develop, strengthen, and sustain external partnerships with government, industry, and community organizations to support program growth and statewide engagement. Leverage these partnerships to expand the reach, relevance, and impact of programs across Georgia.



- Build collaborative relationships with internal UGA stakeholders and external partners to support program growth and statewide engagement.
- Collaborate with faculty on applied research and program development.

Required/Minimum Qualifications:

- A master's degree.

Relevant/Preferred Education and Experience:

- A terminal degree in education, business, hospitality management, or other relevant fields.
- A track record of executive level leadership in a complex organization, preferably involving hospitality, continuing education, or large-scale service operation within a higher education setting.
- Demonstrated success in strategic planning, implementation, and organizational leadership.
- A track record of using data to evaluate program effectiveness.
- A track record of successful private fundraising.
- A track record of working with academic units to expand student learning programs.
- A track record of leading continuing education or workforce-focused initiatives.
- A track record of developing external partnerships that support program growth.

Preferred Knowledge, Skills, Abilities, and/or Competencies:

- Demonstrated excellence in hospitality leadership and service delivery.
- Knowledge of the land and sea-grant mission and public service role in higher education.
- Exceptional ability to integrate strategy, operations, and partnerships.
- Strong leadership, communication, and relationship-building skills.
- Strong relationship management skills.
- Demonstrated excellence in customer satisfaction and service recovery.
- Commitment to excellence in continuing education and hospitality services.
- Ability to expand student-centered learning environments.
- Ability to develop continuing education strategies with statewide impact.
- Ability to build partnerships that translate into effective programs.

Since our founding in 1785, the University of Georgia has operated as Georgia's oldest, most comprehensive, and most diversified institution of higher education (<https://www.uga.edu/>). The proof is in our more than 235 years of academic and professional achievements and our continual commitment to higher education. UGA is currently ranked among the top 20 public universities in *U.S. News & World Report*. The University's main campus is located in Athens, approximately 65 miles northeast of Atlanta, with extended campuses in Atlanta, Griffin, Gwinnett, and Tifton.

UGA employs approximately 3,300 faculty and more than 7,700 full-time staff. The University's enrollment exceeds 43,000 students including over 32,300 undergraduates and over 10,700 graduate and professional students. Academic programs reside in 20 schools and colleges, including our newly formed School of Medicine.



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As one of the top public universities in the nation, UGA offers a culture of academic excellence and opportunity made all the richer by our renowned faculty, community of scholar-citizens, and vibrant student life program.

Applications: Applicant screening will begin immediately. Candidates are encouraged to submit their materials by Sunday, July 19, 2026; however, screening will continue until the position is filled. The application packet should include a cover letter detailing how the applicant's credentials and experience meet the needs, responsibilities, and qualifications stated above; a current resume; and contact information for three references (who will not be contacted without further correspondence with the applicant).

All applicants must apply online at <https://www.ugajobsearch.com>. Please see the job posting at: <https://www.ugajobsearch.com/postings/486260>.

To provide a nomination or seek additional information, please contact Zane Dockweiler, Primary Consultant with the UGA Search Group, 678-490-5660 or zane.dockweiler@uga.edu. Letters of recommendation or a simple nomination should include the name and contact information for the nominee.

The University of Georgia is an Equal Opportunity employer. All qualified applicants will receive consideration for employment without regard to age, color, disability, genetic information, national origin, race, religion, sex, or veteran status or other protected status. Persons needing accommodations or assistance with the accessibility of materials related to this search are encouraged to contact Central HR (hrweb@uga.edu).

The University System of Georgia is comprised of our 26 institutions of higher education and learning, as well as the System Office. Our USG Statement of Core Values are Integrity, Excellence, Accountability, and Respect. These values serve as the foundation for all that we do as an organization, and each USG community member is responsible for demonstrating and upholding these standards. More details on the USG Statement of Core Values and Code of Conduct are available in USG Board Policy 8.2.18.1.2 and can be found online at https://www.usg.edu/policymanual/section8/C224/#p8.2.18_personnel_conduct.

Additionally, USG supports Freedom of Expression as stated in Board Policy 6.5 Freedom of Expression and Academic Freedom found online at <https://www.usg.edu/policymanual/section6/C2653>.