

Villanova University

Director, The Justin and Victoria Gmelich Lab for Financial Markets

The Director will oversee The Justin and Victoria Gmelich Lab for Financial Markets at the Villanova School of Business (VSB) and help drive the strategic, educational, and operational management of the lab by combining a deep knowledge of capital markets and a passion for technology. Working closely with department chairs, associate deans, and VSB IT staff, the Director will ensure that the lab aligns with the academic direction of the Department of Finance and VSB and promotes a teaching and learning environment that provides students with an exceptional experience. The Director will ensure that the lab advances the mission of VSB by supporting technology that promotes research. One of the main responsibilities of the Director will be to develop and teach non-traditional courses focused on improving student readiness for employment opportunities. The Director will also interact with industry experts and alumni to ensure that the programming is adapted over time to provide students with the necessary skills in a dynamic work environment.

The Director will serve as both the internal and external ambassador of the lab promoting it to faculty, during special events, and to prospective students, families, and potential donors. The Director will oversee the primary operations of the lab including budgeting, licensing negotiations, and the maintenance of the lab hardware and software. The Director will interface with University IT (UNIT) and other university offices.

DUTIES AND RESPONSIBILITIES:

- Develop, improve, and implement techniques and strategies to maximize the integration of the lab software into the VSB curriculum and research. Partner with the Associate Dean of Teaching and Learning and the Associate Dean of Research to help interested faculty incorporate the lab into their teaching and/or research.
- Maintain proficiency and provide support to faculty and students utilizing the lab. Develop and maintain metrics on lab usage and impact on VSB curriculum and community.
- Prepare and teach non-credit workshops aimed at promoting student proficiency with software applications, database management tools, visualization methods, and coding languages. Examples include but are not limited to Bloomberg, FactSet, Reuters, SQL, Tableau, and Python.
- In coordination with VSB IT staff and UNIT, maintain both the hardware and software of the lab. Strive to maximize the reliability of the lab and create redundancies with VSB IT and UNIT.
- Attend conferences and training sessions to continually build knowledge and maintain best practices.
- Manage the license agreements and contracts associated with the lab including coordination with University Legal, UNIT, and VSB Dean's office to ensure compliance with all university legal, procurement, and financial policy.
- Partner with the Director of Finance and Administration on the lab budget including multi-year forecast projections. Partner with the Director of Major Gifts on development opportunities related to the lab.
- Manage a team of student workers including the hiring process, scheduling, and payroll processes. Deploy this team of student workers to ensure that the lab is continually staffed, maintained, and meeting the needs of faculty and students.

MINIMUM QUALIFICATIONS:

- Master's degree in a business or technology discipline is required.
- 5+ years of computer science and/or business experience, preferably in the financial services

industry or in a finance lab at a reputable university.

- Deep knowledge of the inner workings of capital markets.
- Experience with Bloomberg, FactSet, Reuters.
- Mastery of Microsoft Excel, including advanced functions/VBA.
- Knowledge of database methodologies (SQL, graph, Hadoop, Spark).
- Experience with coding languages.
- Must have capability of effectively communicating and working with a variety of faculty and student needs.
- Must be a self-starter with a voracious desire to extend one's own skill set. Must have the ability to teach various software and data packages.
- Fluency with basic PC/Windows/MSFT office functionality. Knowledge of financial software and database applications such as Reuters, Bloomberg, and WRDS.

PREFERRED QUALIFICATIONS:

- PhD, DBA, or equivalent is preferred.