



NATIONAL AMERICAN UNIVERSITY

POSITION DESCRIPTION

System-wide

To apply, please submit completed employment application, resume and letter of interest to Regional Vice President, 6120 Earle Brown Drive, Suite 100, Brooklyn Center, MN 55425.

I. POSITION TITLE: Associate Campus Director

II. EMPLOYEE CLASSIFICATION: Administrative

III. JOB CLASSIFICATION: Exempt

IV. ACCOUNTABLE / REPORTS TO: Regional Vice-President and Regional President

V. POSITIONS REPORTING TO THIS POSITION: Dean of Academic Affairs, Director of Admissions or Admissions Representatives, Financial Aid Coordinator, Student Accounts Officer, Director of Placement and Student Services, other supervisory or office support staff as applicable.

VI. DUTY HOURS: 40 hours per week/variable plus any additional hours necessary to complete job assignments.

VII. MINIMUM REQUIREMENTS:

EDUCATION: Bachelor's degree required; master's degree preferred.

EXPERIENCE: Three to five year's previous management experience and three to five years experience specifically in higher education preferred.

PHYSICAL: Good vision and hearing; good manual and finger dexterity; able to sit for long periods of time; occasionally exert force to lift and/or move objects up to 30 lbs.

SKILLS EXPECTATIONS: Must possess proven ability to manage, direct, control, implement and monitor all aspects of university operations. Excellent oral and written communications skills required.

VIII. BASIC FUNCTION/PURPOSE OF THE POSITION: To direct, manage, monitor and maintain control of all aspects of campus operations in support of the mission of the university as defined by the university president and the board of governors.

IX. DUTIES/RESPONSIBILITIES/EXPECTATIONS OF THE POSITION:

* A. Develop and monitor the fiscal campus budget to ensure the campus can continue to achieve its mission and objectives, and achieve corporate goals.

B. Develop and monitor both short-term and long-term strategic plans.

- * C. Adhere to Department of Education and corporate policies and procedures regarding Title IV Financial Aid Funds.
- D. Oversee retention efforts and ensure they reflect a total university effort.
- E. Remain in "good standing" with all state, accreditation agencies, and federal regulatory bodies such as the Department of Labor, OSHA, etc.
- * F. Ensure compliance with National American University policies, procedures, practices and philosophies.
- G. Guide and monitor all aspects of academics to ensure that quality educational opportunities are provided to students.
- H. Oversee graduate placement efforts to ensure that student/graduates are obtaining positions related to their career objectives and field of study.
- * I. Provide accurate and timely submission of payroll and accounts payable to Rapid City, as well as other records and reports requested from the main campus.
- J. Provide on-site university management with direction and professional development designed to increase their management effectiveness, reduce turnover and decrease liabilities.
- K. Monitor and participate in all departmental activities to ensure personnel are operating within and following the policies and procedures of National American University.
- * L. Guide the overall admissions efforts to assure achievement of enrollment goals.
- * M. Perform other duties that will assist in promoting the university within the community.
- * N. Provide routine/timely operational reports to the president.
- O. Other responsibilities which may be assigned by the president.

X. COOPERATIVE RELATIONSHIPS WITH THE FOLLOWING:

- A. All personnel and students of National American University.
- B. All accreditation and regulatory bodies at the state and federal levels.
- C. All community constituents.
- D. All system-wide staff and vice presidents

XI. LIMITS OF AUTHORITY: As defined by the policies, procedures, and practices of the university and/or the university president.

National American University reserves the right to alter this position's job description/job duties to meet the needs and goals of the organization.

* Denotes essential elements of the position.