



# NATIONAL AMERICAN UNIVERSITY

## POSITION DESCRIPTION Education Center

To apply, please submit completed employment application, resume and letter of interest to:  
Regional President, 1325 S. Colorado Blvd, Suite 100, Denver, CO 80222-3308 or  
lknigge@national.edu.

**I. POSITION TITLE:** Associate Campus Director

**II. EMPLOYEE CLASSIFICATION:** Administrative

**III. JOB CLASSIFICATION:** Exempt

**IV. ACCOUNTABLE / REPORTS TO:** 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:** Master's degree required, doctorate preferred.

**EXPERIENCE:** Five year's previous management experience and three to five years experience specifically in education.

**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.