



NATIONAL AMERICAN UNIVERSITY

POSITION DESCRIPTION Rapid City Campus

- I. POSITION TITLE:** Campus Director
- II. EMPLOYEE CLASSIFICATION:** Executive
- III. JOB CLASSIFICATION:** Exempt
- IV. ACCOUNTABLE/REPORTS TO:** Chief Operating Officer
- V. POSITIONS REPORTING TO THIS POSITION:** Academic Dean; Director of Admissions; Business Manager; Director of Student Services; Administrative Assistant
- VI. DUTY HOURS:** Minimum 40 hours per week (generally 8:00am-5:00pm); some variable hours plus any additional hours necessary to complete job assignments. Evening, weekend and overnight hours and/or travel may be required.
- VII. MINIMUM REQUIREMENTS:**
 - EDUCATION:** Master's degree.
 - EXPERIENCE:** Five year's previous management experience and three to five year's experience specifically in higher 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 40 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:** Responsible for overall direction, management, administration and control of campus operations. Responsibilities include meeting corporate budgetary objectives, adherence to Department of Education standards, and maintaining good standing with all accrediting and regulatory bodies. Responsible for ensuring the university works to fulfill its mission and purposes and operates in the best interest of personnel, students, the university and the community for which it serves 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 the university is adhering to the policies, procedures, practices and philosophies of National American University.
- * G. Ensure students are receiving quality education that will assist them in achieving their academic and career objectives.
- * H. Oversee graduate placement efforts to ensure they are helping student/ graduates obtain positions related to their career objectives and field of study.
- * I. Provide accurate and timely submission of payroll and accounts payable to central administration, 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. Perform other duties that will assist in promoting the university within the community.
- * M. Maintain constant communications with the chief operating officer on matters of importance.
- * N. Other responsibilities which may be assigned.

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.

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

If you are interested in this position, please submit cover letter, resume and employment application (www.national.edu) to: National American University, Human Resources, 5301 S. Highway 16, Suite 200, Rapid City, SD 57701.