Position Description
Austin Graduate College

To apply submit an employment application (click here for application), resume, and letter of interest to: VP of Community College Center
13801 Burnet Rd, Ste. 300, Austin, TX 78727

I. POSITION TITLE: Campus Director of the Graduate College

II. EMPLOYEE CLASSIFICATION: Executive

III. JOB CLASSIFICATION: Exempt

IV. ACCOUNTABLE/REPORTS TO: President of the Graduate Center and the Vice Presidents of the Graduate Center

V. POSITIONS REPORTING TO THIS POSITION: Director of Admissions or Admissions Representatives, Financial Aid Representative, and 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. Some travel may be required.

VII. MINIMUM REQUIREMENTS:

EDUCATION: Doctorate required.

EXPERIENCE: Five year’s previous management experience and three to five year’s management experience in higher education.

PHYSICAL: Occasionally exert force to lift or move objects up to 20 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 for a Graduate College, 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. Support the President and Vice Presidents in implementing short-term and long-term strategic plans for the campus.

* 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 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 central administration, as well as other records and reports requested from central administration.

* 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 the 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 appropriate university executives.

O. Provide weekly operational reports on the graduate college.

* P. Work closely with the Graduate President and Vice Presidents to develop relations in Business, Industry, and Education to promote the Graduate School. Perform other duties that will assist in promoting the university within the community.

R. Work closely with Graduate Advisors to promote and monitor student retention.

S. Work closely with the Vice Presidents and Deans overseeing graduate program to ensure cooperative relations in promoting the growth of the program.

T. Other responsibilities, which may be assigned by the university president/CEO or Graduate College 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.