Position Description
System-wide

To apply submit an employment application (click here for application), resume, and letter of interest to: Director of New Campus and Regional Expansion
5301 S. Highway 16, Rapid City, SD 57701

I. POSITION TITLE: Associate Campus Director

II. EMPLOYEE CLASSIFICATION: Executive

III. JOB CLASSIFICATION: Exempt

IV. ACCOUNTABLE/REPORTS TO: Regional President

V. POSITIONS REPORTING TO THIS POSITION: Academic Dean, Director of Admissions or Admissions Representatives, Financial Aid Representative, Dean of Student Services, 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: Master's degree or completion of a master’s degree within 18 months of employment required; doctorate preferred.

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 campus between zero and 1,500 credit hours; 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 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. Other responsibilities, which may be assigned by the university president/CEO or COO/CFO.

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.