NATIONAL AMERICAN UNIVERSITY

POSITION DESCRIPTION
Online Campus

To apply submit an employment application (click here for application), resume, and letter of interest to: Distance Learning Campus Executive Officer
5301 S Hwy 16, Rapid City, SD 57701

I. POSITION TITLE: Director of Affiliate Relations

II. EMPLOYEE CLASSIFICATION: Administrative

III. JOB CLASSIFICATION: Exempt

IV. ACCOUNTABLE/REPORTS TO: Distance Learning Campus President

V. DUTY HOURS: A minimum of forty hours per week plus other hours as may be necessary to complete job duties. A combination of day, evening, and weekend hours may be assigned by the Distance Learning Campus President. Hours may vary from time to time.

VI. MINIMUM REQUIREMENTS:

   EDUCATION: Bachelor’s required, Master’s degree preferred.

   EXPERIENCE: Three to five years of sales or relationships management experience required.

   TRAVEL: This position may be required to travel up to 50% of the time.

   PHYSICAL: Reaching, bending, dialing, writing, sight, talking and hearing capability; ability to exert force to lift, move and/or carry objects up to 40 lbs.

   SKILLS EXPECTATIONS: Energetic; customer-oriented attitude; excellent organizational skills; self-motivated and goal oriented; ability to facilitate team effort as well as ability to work independently; excellent written/oral and interpersonal communication skills; ability to work quickly to meet deadlines; strong work ethic, and willingness to learn and improve in all aspects of the position. Proven experience in directing and/or coordinating successful marketing programs desired.

VII. BASIC FUNCTION/PURPOSE OF THE POSITION: To manage the enrollment from existing affiliate programs, the expansion of affiliate relationships, and manage the enrollment from affiliates all in support of the mission of the university as defined by the university president and the board of governors.

VIII. DUTIES/RESPONSIBILITIES/EXPECTATIONS OF THE POSITION:

   * A. Assist in the expansion of contracted relationships with potential new affiliate partners for the university. Primary contacts would be private and public two-year colleges.
* B. Travel to affiliate locations as needed for lead generation, and relationship management functions.

* C. Oversee project management and provide customer service to personally developed lead organizations directly and/or by redirecting appropriate university resources.

* D. Organize and oversee recruitment of students quarterly for the 2x2 affiliate programs.

* E. Work in conjunction with marketing to direct, develop, and implement direct marketing efforts for affiliate relationships and personal developed leads.

* F. Thorough knowledge of the objectives, requirements, and content of all programs offered by NAU in order to provide accurate information to prospective students.

* G. Assist with resolving student enrollment issues as needed.

* H. Work with central academics and registrar to improve transfer processes and to address articulation issues to improve the services the university provides to its academic partners and their students.

* I. Comply with all university and federal regulations.

* J. Track and monitor assigned applicants through the pre-enrollment process. Follow up with all new enrollments to ensure retention.

  K. Coordinate with affiliated organization contacts regularly and interact positively with client and NAU staff.

  L. Other duties as assigned

**IX. COOPERATIVE RELATIONSHIPS WITH THE FOLLOWING:** Vice President of Academics and Learner Services for DL; Associate Provost; Registrar’s Office; Academic Deans, Admission Advisors, Dean of Admissions, and Regional Presidents.

**X. 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 institution.

*Denotes essential elements of the position.