



NATIONAL AMERICAN UNIVERSITY

Position Description New Jersey Campus

To apply submit an employment application ([click here for application](#)), resume, and letter of interest to: Director of New Campus & Regional Expansion
5301 S Hwy 16, Ste. 200, Rapid City, SD 57701

Position will be held NJ.

- 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.