To apply, submit an employment application (click here for application), resume, and letter of interest to: Executive VP of Campus Operations
1101 Central Express S Suite 100
Allen, TX 75013

CAMPUS DIRECTOR
Position Description

Summary
The Campus Director directs, manages, monitors and maintains control of all aspects of campus operations for a campus up to 3,000 credit hours. This position works in accordance with the mission, core values, and purposes of the university.”

Minimum Qualifications
The Campus Director must satisfy the following minimum qualifications:
1. Bachelor’s degree required; Master’s degree required or a written plan to complete the Master’s degree as approved by the hiring manager; and
2. At least six months full-time-equivalent leadership experience; management and supervisory experience preferred.

Skills and Attributes
The Campus Director must possess the following skills and attributes: proven ability to manage, direct, control, implement and monitor all aspects of university operations; excellent oral and written communications skills required.

Essential Functions
The Campus Director performs the following essential functions:
1. Develops and monitors the fiscal campus budget to ensure the campus can continue to achieve its mission and objectives and achieve corporate goals.
2. Develops and monitors both short-term and long-term strategic plans for the campus.
3. Adheres to Department of Education and corporate policies and procedures regarding Title IV Financial Aid Funds.
4. Oversees retention efforts and ensures they reflect a total university effort.
5. Remains in "good standing" with all state, accreditation agencies, and federal regulatory bodies such as the Department of Labor, OSHA, etc.
6. Ensures compliance with university policies, procedures, practices and philosophies.
7. Guides and monitors all aspects of academics to ensure that quality educational opportunities are provided to students.
8. Oversees graduate placement efforts to ensure that student/graduates are obtaining positions related to their career objectives and field of study.
9. Provides accurate and timely submission of payroll and accounts payable to central administration, as well as other records and reports requested from central administration.
10. Provides on-site university management with direction and professional development designed to increase their management effectiveness, reduce turnover and decrease liabilities.
11. Monitors and participates in all departmental activities to ensure personnel are operating within and following the policies and procedures of the university.
12. Guides the overall admissions efforts to assure achievement of enrollment goals.
13. Performs other duties that will assist in promoting the university within the community.
14. Provides routine/timely operational reports to appropriate university executives.
15. Performs other duties as assigned

**Required Work 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 is required.

**Reporting and Supervisory Responsibilities**
1. The Campus Director reports to the Regional Vice President.
2. This position has supervisory responsibilities for the following:
   a. Academic Dean
   b. Director of Admissions or Admissions Advisors
   c. Financial Aid Representative
   d. Dean of Student Services
   e. Other supervisory and support staff as applicable

**Physical Requirements**
The Campus Director must be able to speak, hear, see, write, type, dial, reach, and bend.

**Travel**
Periodic travel, including airline travel and overnight stays, may be required.